



Interior Health

OWNERS GENERAL REQUIREMENTS

APRIL
2026

Health and well-being for all

Quality | Integrity | Compassion | Safety

Contents

TERMINOLOGY	3
OWNERS GENERAL REQUIREMENTS	5
OWNER'S BUSINESS AND PROTECTION.....	6
WORKSAFE BC	7
LABOUR CONDITIONS	7
CODES, PERMITS & INSPECTIONS.....	7
PARKING.....	8
PROJECT MANAGER	8
INSPECTION OF THE WORKSITE BY CONTRACTOR.....	8
ELEVATORS	8
REMOVAL OF WASTE.....	8
SALVAGE.....	9
EXISTING SERVICES, COOPERATION, CONNECTIONS OR DISRUPTIONS	9
LOCK-OUT PROCEDURE	10
COMMISSIONING.....	10
OPERATION & MAINTENANCE MANUALS	10
RECORD DRAWINGS / AS-BUILT	11
FINAL CONSTRUCTION CLEANING	11
INVOICING & PAYMENT	11
LAYOUT OF WORK	11
MEETINGS.....	11
ELECTRICAL EQUIPMENT REQUIREMENTS	12
INFECTION CONTROL GUIDELINES.....	12
SAFETY	12
FIRE REGULATIONS.....	13
WORKSITE COORDINATION	13
NOISE & VIBRATION	14
CONTRACTOR SUPPLIED HAZARDOUS MATERIALS	14
ASBESTOS AND OTHER CONTAMINANTS	14
HAZARDOUS SPILLS AND CLEANUP	15
OCCUPATIONAL FIRST AID	15
CRIMINAL RECORDS CHECK.....	15

TERMINOLOGY

Throughout this document, terminology is used as follows:

“As-built Drawings” are typically prepared by the Contractor. They are more like interpolations done for construction purposes. On the original construction documents and drawings, the as-built changes are made by the Contractor in red ink. Therefore, the changes that the Contractor makes onto the original design are called As-built Drawings.

“Architect Approved” set of on-site changes made specifically for the Owner as per the architect-owner contract.

“Contract” means the agreement between the Owner and the successful proponent to which this document was sent to. For greater certainty, Contract refers only to any contract relating to Performance Obligations and commonly referred to by Canadian courts as ‘Contract B.’

“Contractor” means the person or entity identified as such in the Contract. The term Contractor means the Contractor or the Contractor’s authorized representative as designated to the Owner in writing.

“Facility” means the building or site that the Work will be performed at.

“Facilities Management” means the IH Plant Services Department at the Facility.

“Interior Health” or “IH” means Interior Health Authority.

“MSDS” means Material Safety Data Sheet.

“Managing Consultant” means the person or entity engaged by the Owner and identified as such in the Contract.

“OHSR” means Occupational Health & Safety Regulation.

“Owner” means Interior Health.

“Project Manager” means the Owner’s representative in charge of the project.

“Record Drawing” is the final compiled drawing prepared by the Architect. These drawings mark the notes of the on-site changes that the Contractor makes in the As-built Drawings. They are usually drawn and compiled as an

“Subcontractor” means a person or entity having a direct contract with the Contractor to perform a part or parts of the Work at the Worksite.

“WHMIS” means Workplace Hazardous Materials Information System.

“WSBC” means WorkSafe BC.

“Work” means the total construction, equipment, materials and related services required by the Contract documents.

“Worksite” means the designated site or location of the Work identified in the Contract documents.

OWNERS GENERAL REQUIREMENTS

This section of the specifications form part of the Contract Documents and is to be read, interpreted and coordinated with all the other parts. If there are any conflicts between the Owners General Requirements and other divisions of the specifications the Owners General Requirements will govern.

SECTION

- 1 Owners Business & Protection
- 2 WorkSafe BC
- 3 Labour Conditions
- 4 Codes, Permits & Inspections
- 5 Parking
- 6 IH Project Manager
- 7 Inspection of Worksite by Contractor
- 8 Elevators
- 9 Removal of Waste
- 10 Salvage
- 11 Existing Services, Cooperation & Connections or Disruptions
- 12 Lock-Out Procedure
- 13 Commissioning
- 14 Operating & Maintenance Manuals
- 15 Record Drawings / As-Builts
- 16 Final Construction Cleaning
- 17 Invoicing & Payment
- 18 Layout of Work
- 19 Meetings
- 20 Electrical Device Requirements
- 21 Infection Control Guidelines

SAFETY

- 22 Fire Regulations
- 23 Worksite Coordination
- 24 Noise & Vibration
- 25 Hazardous Materials
- 26 Asbestos
- 27 Hazardous Spills and Cleanup
- 28 Occupational First Aid
- 29 Criminal Records Check

1. OWNER'S BUSINESS AND PROTECTION

- 1.1. The Owner's business is the operation of various facilities, units and sites, within Interior Health and it is carried out without interruption for twenty-four (24) hours a day.
- 1.2. The Contractor in performing the Work shall ensure there is no undue interference in the operation of the Owner's business. Prior to commencement of the Work, the Contractor shall liaise with the Project Manager to ensure planned work procedures meet the Owner's requirements.
- 1.3. The Contractor shall require its employees to comply with the rules and regulations in force governing the Owner's business and shall conduct the Work in such a manner as not to hinder, impede, nor injure the Owner's operations or schedule of any work being carried out by the Owner. Should the Owner become dissatisfied with the conduct of any of the Contractor's workers, the Owner shall so notify the Contractor who will immediately take appropriate action.
- 1.4. The Contractor must abide by the Owner's requirements for protection and security of the Owner's occupied property, equipment and operations during the performance of the Work. The Contractor will confine its activities to immediate areas of the Work and to within the bounds established by the Owner. The Contractor shall take all necessary precautions to fully protect the equipment and those portions of the existing building(s) to remain, against damage during demolition, construction or installation of the Work.
- 1.5. The Contractor shall perform the Work to not endanger the health or safety of patients, residents, staff, or public. It must be recognized that patients and residents may not be mobile to self-evacuate in the event of an emergency.
- 1.6. The Contractor/Subcontractors and/or their employees shall not disclose any business, client, patient, and/or employee information gained during their affiliation with IH, as per the Freedom of Information and Protection of Privacy Act and IH Confidentiality Policy.
- 1.7. The Contractor shall not disrupt existing building(s) or site service(s) or cause inconvenience to the Owner or to patients, residents or staff without the Owner's prior written approval.
- 1.8. The Contractor shall arrange for proper security badges with the Project Manager identifying its own staff and any of its Subcontractors.
- 1.9. The Owner provides a smoke-free environment for employees, patients and visitors. Smoking is therefore not permitted in or around any IH building or grounds and it is the responsibility of the Contractor to enforce this policy with its own staff and any of its Subcontractors.
- 1.10. The Owner may designate washrooms in the building for use by the Contractor. The use of such washrooms is subject to the conditions of use stipulated by the Owner.
- 1.11. The Owner will not provide telephone lines on site for use by the Contractor.
- 1.12. At the end of each day's Work, the Contractor must ensure that the Worksite is locked and made secure to the satisfaction of the Facilities Management designated representative. All tools and equipment are to be stored in a non-hazardous area. All flammable materials such as paints, thinners, cartons, crates, etc. are to be stored away from the building. For renovations within an existing Facility, Facilities Management designated representative is to be given copies of Contractor's keys to the locked-up areas.

2. WORKSAFE BC

- 2.1. The Contractor must provide evidence of compliance as outlined in the Contract (CCDC2/CCDC5B/CCDC14) GC 10.4 Workers Compensation (WSBC) at time of award and remain in good standing throughout the Contract.
- 2.2. The Contractor and Subcontractors in performing the Work shall comply with the Workplace Health & Safety Programs in place at IH sites.
- 2.3. The Contractor is responsible for ensuring that Work is performed in a safe manner and in accordance with WSBC policies, including duties for a Prime Contractor, if applicable.

3. LABOUR CONDITIONS

- 3.1. It is the responsibility of the Contractor and any of its Subcontractors to ascertain the labour conditions existing on the Worksite(s), with particular reference to union or non-union labour, and to comply with these conditions. The cost of doing so should be included in the bid price.

4. CODES, PERMITS & INSPECTIONS

- 4.1. All Work shall meet or exceed the requirements of any applicable Federal, Provincial, and Municipal Codes & Acts, Regulations and By-Laws in place at time of bid submission.
- 4.2. A building permit may be obtained by the Owner or the Owner's representative (Managing Consultant). The Contractor is responsible for coordination of all inspections and approvals related to the building permit and are to provide documentation of final approval and closure of the building permit at the end of the Project. Where projects are simple in size and complexity, the Owner may require the Contractor to undertake the permits and approvals, as part of the Work.
- 4.3. The Contractor shall obtain all other permits and pay all fees relating to the Work to all Authorities Having Jurisdiction (AHJ) unless otherwise directed by the Owner.
- 4.4. Specific IH policies, guidelines and permits provided on the Interior Health website listed below shall be adhered to by the Contractor and strictly enforced by IH. For example, an IH Hot Work Permit, IH Line Break Permit, or IH Confined Space Entry Permit shall be required by the Contractor for each occasion requiring such work to be carried out. The permits are issued by the Owner to the Contractor at no cost once the area of the Worksite has been checked for safe work conditions.

IH policies and guidelines can be obtained online at the following link:

<https://www.interiorhealth.ca/AboutUs/BusinessCentre/Construction/Pages/Policies.aspx>

Forms and permits that may be required in the performance of Work can be found at the following link:

<https://www.interiorhealth.ca/AboutUs/BusinessCentre/Construction/Pages/Forms-and-Permits.aspx>

It is the responsibility of the Contractor and the Subcontractors to be aware of and adhere to the policies and guidelines as listed on the website.

Contractors are required to complete all aspects of required permitting in all cases while conducting construction operations on IH facilities and sites. In addition, at no time are building systems to be shut off or re-engaged without the express knowledge and permission of the Prime Contractor for the site. If there is no designated Prime Contractor, this permission will fall to the Owner of the site or their designate (i.e., Facility Maintenance personnel).

5. PARKING

- 5.1. Contractors and their workers must **NOT** park personal vehicles on IH property unless being used for the purpose of conducting business with IH.
- 5.2. Business vehicles shall only be parked, as allowed by the Contractor, within the confines of the designated Contractor's construction compound. Vehicles required to be parked on IH property outside of the construction compound require a 'Contractor Parking Permit' as obtained from Facility Management staff at the Worksite. Such Permits must be placed in a clearly visible location on the driver's side dash or rear-view mirror. Permits are not to be transferred and must be returned per the Facilities requirements.
- 5.3. Vehicles making deliveries to the Worksite will be allowed free access for visits not exceeding twenty (20) minutes and delivery times must be coordinated with the Facilities Management department, the IH Project Manager, and Facilities Shipping / Receiving – Logistics Department. Parking regulations are strictly enforced on IH property. Tickets issued are the responsibility of the registered vehicle owner.

6. PROJECT MANAGER

- 6.1. The Owner will appoint a Project Manager. The Worksite must be accessible at all times for reviews by the Project Manager.
- 6.2. The Owner's Project Manager, in consultation with the Managing Consultant, shall decide all questions which may arise as to the quality and acceptability of materials furnished and Work performed, the manner of performance and rate of progress of the Work.

7. INSPECTION OF THE WORKSITE BY CONTRACTOR

- 7.1. Before commencing the Work, the Contractor shall examine the Worksite conditions and requirements of Work. The Contractor shall notify the Project Manager and the Managing Consultant of any conditions which will affect the quality of the Work. Commencement of the Work shall mean the Contractor's acceptance as satisfactory of all pertinent conditions. Refer to Section 4.4 for any Forms and Permits that may be required for the performance of the Work.

8. ELEVATORS

- 8.1. Elevators - existing or new, will not be available to any Contractor for movement of construction materials or demolition debris, unless approved by the Owner and so stated in the Contract Documents.

9. REMOVAL OF WASTE

- 9.1. The Contractor shall be responsible for the removal of all rubbish and waste on a daily basis and shall permit no accumulation of rubbish and/or waste at any time.
- 9.2. Debris removal and material movement to and from the Worksite shall be to the complete satisfaction of the Project Manager and Infection Control. All debris shall be removed in covered, dust tight containers. Wheels on transport carts must be kept clean to prevent tracking and damage to flooring.
- 9.3. Where material or equipment is being transported within the existing building(s) on carts or pallets, such carts or pallets shall have non-marking tires. Floor protection may also be required and shall be to the complete satisfaction of the Project Manager.

- 9.4. The Contractor shall ensure proper disposal of materials that are banned and prohibited from landfill / incineration.

10. SALVAGE

- 10.1 Salvaged material and equipment, specified to be turned over to the Owner, shall be delivered to the Owner at a time and place agreed by the Owner and the Contractor, as outlined in the Contract documents.
- 10.2 Salvaged material and equipment shall be protected from dust, moisture and other damage until delivered to the Owner.
- 10.3 Salvaged material and equipment specified for reinstallation shall be protected and refurbished to the Owner's satisfaction.
- 10.4 Unless otherwise specified, all other salvageable material and equipment shall become the property of the Contractor and shall be removed from the Worksite immediately.

11. EXISTING SERVICES, COOPERATION, CONNECTIONS OR DISRUPTIONS

- 11.1. The Owner will coordinate with the Contractor in the shutdown of services as is necessary to allow the Contractor to make connections to existing services. Refer to Section 4.4 for any Forms and Permits that may be required for the performance of Work.
- 11.2. The Contractor is responsible for verifying the location of all existing services before performing Work in any area.
- 11.3. Owner to provide any existing drawings, as-builts, schematics, as available, within seven (7) days of request.
- 11.4. The Contractor shall provide a minimum of 28 days' notice in writing to the Project Manager or as agreed upon during the signing of the Contract for standard shutdowns. Failure to provide such notice may result in project delays and the Contractor shall be solely responsible to mitigate such delays. Refer to Section 4.4 for any Forms and Permits that may be required for the performance of Work. If as a result of defective materials or workmanship, it is necessary for any shutdowns to be repeated, then the cost of the labour provided by the Owner to repeat the shutdown and the later connection will be charged to the Contractor, and this cost will be deducted from the contract sum.
- 11.5. The Owner reserves the right to decide upon the number and nature of Owner's staff to be assigned to any specific shutdown and reconnection.
- 11.6. When connections to existing services are required (i.e., electrical power, water connection, etc.), the Contractor shall give 28 calendar days' notice in writing to the Project Manager or as agreed upon during the signing of the Contract. Refer to Section 4.4 for any Forms and Permits that may be required for the performance of Work. If, because of the Facilities operation, it is required that the Work be done outside of normal working hours, the cost of such overtime incurred by the Contractor will be the Contractor's responsibility.
- 11.7. All final connections to existing operational systems shall be conducted by the Contractor under the direct supervision of, and as directed by, the Project Manager, or Facilities Management designated representative, unless otherwise instructed.

12. LOCK-OUT PROCEDURE

- 12.1. Prior to any isolation or lockout taking place, the Contractor will provide written procedures showing all of the steps of the Work taking place to the Project Manager to be forwarded to Facilities Management. These procedures must comply with WSBC OHSR Part 10, Part 19 and IH's Lockout and De-Energization Program.
- 12.2. Work cannot begin until these procedures have been completed and notification has been given by the IH Facilities Management that Work may proceed. Refer to Section 4.4 for any Forms and Permits that may be required for the performance of Work.
- 12.3. The Contractor shall provide signage to notify that areas and equipment where Work is being performed are off limits to all unauthorized persons.

13. COMMISSIONING

- 13.1. The Contractor must work in compliance with CSA Z8001-13.
- 13.2. Refer to Division 1 – General Requirements Commissioning section, for specific contractor requirements for commissioning.
- 13.3. The Contractor shall commission the Work in the presence of the Commissioning Agent (if applicable), Project Manager and Facility Maintenance staff. Complete commissioning and a final report(s) are requirements for Substantial Performance.
- 13.4. A complete demonstration including a written sequence of operations and all necessary instruction of equipment and systems shall be provided. The Contractor shall utilize supplier's representatives or other experts as is appropriate for the Work. All training must be documented in the Commissioning Report and attendance recorded.
- 13.5. Maintenance manuals shall be supplied as part of the commissioning and prior to commissioning demonstration to the Owner. These manuals shall include all pertinent information, including recommended list of spare parts for proper maintenance of the equipment.
- 13.6. If the project involves more than one construction phase, with the Owner requesting occupancy of any completed phase(s) prior to Substantial Performance of the total project, then the Contractor will provide commissioning of these completed and occupied phases during the course of the project less the final maintenance manuals which are due at Substantial Performance.

14. OPERATION & MAINTENANCE MANUALS

- 14.1. Refer to Division 1 – General Requirements Commissioning section, for specific contractual requirements for the preparation and distribution of Mechanical and Electrical Operating & Maintenance Manuals.
- 14.2. Where Work performed includes supply and installation of mechanical or electrical equipment and controls, an in-service demonstration for Facilities Management personnel shall be provided and coordinated with the Project Manager. At least one copy of manuals detailing the sequence of operations specific to the project installation, and proper maintenance and operations of the equipment and systems to be provided seven (7) calendar days prior to start of the required demonstration.
- 14.3. For digital copies and format requirements, refer to Interior Health Authority – Capital Planning and Projects CAD Standards document that can be found at the IH policies and guidelines link

provided under Section 4.4.

15. RECORD DRAWINGS / AS-BUILT

- 15.1. Refer to Division 1 – General Requirements Commissioning section, for specific contractual requirements for the preparation and distribution of “record drawings” and “as-built” documentation.
- 15.2. The Contractor shall provide mark-up drawings to the Consultant upon the substantial performance of the Project, otherwise mark-up drawings will become a deficiency item to the Project.
- 15.3. For digital copies and format requirements, refer to Interior Health Authority – Capital Planning and Projects CAD Standards document that can be found at the IH policies and guidelines link provided under Section 4.4.

16. FINAL CONSTRUCTION CLEANING

- 16.1. The Contractor shall examine and adjust all doors and hardware and leave all in perfect working order, cleaned and polished; examine and clean all fixtures to produce intended appearance and use; remove all paint spots, stains, rubbish, debris, tools and equipment from all areas, and leave in first class order.
- 16.2. The Contractor shall wash down and dry all floors, stairs and wall surfaces; brush off, dust and polish all ledges, stairs, steps, etc.; clean and polish all glass, mirrors, and remove all paint, putty and dirt.
- 16.3. The Contractor shall provide sufficient inspections ports to ensure that all ventilation systems are clean and dust free.
- 16.4. The Contractor shall ensure all ceiling tiles are clean, undamaged and dust-free.
- 16.5. The Contractor will employ a professional cleaning company when requested in the Contract documents.

17. INVOICING & PAYMENT

- 17.1. The Contractor shall submit an application for payment by the 25th of each month for progress payment to the Managing Consultant and copy to Project Manager, dated the last day of each month for the Work performed during the month. Payment will be made in accordance with the Contract terms.

18. LAYOUT OF WORK

- 18.1. The Contractor shall ensure that all Work, whatever Subcontractor, shall be laid out and installed to provide reasonable access to all parts or systems requiring access for operations, maintenance or repair. All code stated clearances shall be met.
- 18.2. Co-operation between Subcontractors shall at all times be maintained to eliminate conflicts and obtain best combined installation results.

19. MEETINGS

- 19.1. Prior to Work commencing the Contractor, the successful Mechanical and Electrical Subcontractors and any other applicable IH staff will be required to attend an Owner's Construction Start-Up Meeting to identify the Owner's procedures and requirements. Refer to

Section 4.4 for any Forms and Permits that may be required for the performance of Work.

- 19.2. The Contractor shall convene regularly scheduled construction meetings to expedite the Work. These meetings shall have a representative of the Contractor, Mechanical Subcontractor, Electrical Subcontractor, Project Manager, Facilities Management and all Consultant(s) present.
- 19.3. Minutes shall be taken by the Contractor and issued to each of the above-mentioned persons, no later than three (3) business days after each meeting. All minutes shall commence with an overview of the progress of the Work at the time of the meeting, any construction schedule variances and a complete breakdown of manpower on Worksite of the various trades.

20. ELECTRICAL EQUIPMENT REQUIREMENTS

- 20.1. All electrical equipment must have prior certification from the Canadian Standards Association (CSA) or prior approval acceptable to the AHJ.
- 20.2. To ensure compliance with regulations of the Electrical Energy Inspection Act of British Columbia, all electrical equipment must be inspected and approved by Facilities Management or IH Biomedical Engineering personnel prior to use in the Facility. The Contractor must coordinate this review with the IH staff in advance.

21. INFECTION CONTROL GUIDELINES

- 21.1. The Contractor must work in compliance with **CSA Z317.13-12** "*Infection control during construction, renovation, and maintenance of health care facilities*" and IH's Infection Prevention and Control Policy.
- 21.2. An Infection Control Measures Permit must be completed by the Contractor and the IH designated Infection Prevention & Control representative prior to any work commencing on Interior Health property. See link for any Forms and Permits that may be required: [IPAC Construction & Renovation | Interior Health](#)

SAFETY

22. FIRE REGULATIONS

- 22.1. Fire represents a serious risk to the occupied facilities and operations. The Contractor and its Subcontractors shall promote fire prevention in their Work and comply with the fire regulations of IH. Hoarding must match the fire department regulations of the AHJ. Refer to Section 4.4 for any Forms and Permits that may be required for the performance of Work.
- 22.2. The Contractor and any of its Subcontractors shall communicate with IH to receive instructions on the regulations involved.
- 22.3. The Contractor shall keep all existing entrances and exits clear at all times, comply with all fire safety requirements of the Facility during the period of construction and any other regulations pertaining to fire protection during the Work.
- 22.4. The Contractor will provide fire extinguishers as required for and during construction. Extinguishers shall be in compliance with local codes and the provisions of Part 4 of WSBC OHSR in order to provide a safe Worksite. The Owner's extinguishers will **NOT** be considered as part of the required complement of extinguishers for compliance of fire regulations within the Worksite.
- 22.5. Before commencing the Work, the Contractor will develop and post a construction fire safety plan consisting of fire response procedures for the construction area, the fire prevention procedures for the Worksite, and evacuation route maps and all related signage/graphics for all phases of the construction period. Plans must be submitted to and approved by the local AHJ. The fire safety plan must be reviewed and updated as construction/demolition progresses.
- 22.6. Fire watch (someone who is watching the Work to ensure that nothing catches fire or smokes, etc.) personnel must be trained, have fire extinguishers present at all times and knowledgeable in fire watch and the Worksite's fire response procedures. Fire watch needs to take place while the Work is taking place and continues for one hour after the Work is finished. All hot work requires a risk assessment in order to determine the duration of fire watch and frequency of follow-up.
- 22.7. Any "hot work" shall be performed in accordance with the IH Hot Work Program. The Contractor will request a Hot Work Permit from the Owner whenever hot work is to be conducted. Hot work can only be conducted after a permit is issued. Refer to Section 4.4 for any Forms and Permits that may be required for the performance of Work.
- 22.8. Combustible materials such as paint, gasoline, thinners, etc., shall not be stored in any building unless confined in approved storage areas. The Owner must approve storage areas in advance. Materials on Worksite will be limited to a maximum of a two-day working supply.
- 22.9. No burning of rubbish or disposal materials will be allowed on Worksite.

23. WORKSITE COORDINATION

- 23.1. The co-ordination of the Work is to include a review of all Subcontractors' Work and site conditions; any conflict is to be reported to the Project Manager before any Work affected is started at the Worksite.

24. NOISE & VIBRATION

- 24.1. Excessively noisy construction activities that could affect the normal operation of the Facility or patients shall be scheduled in advance with the Project Manager. Contractor shall give seven (7) calendar days' notice in writing to the Project Manager. Refer to Section 4.4 for any Forms and Permits that may be required for the performance of Work. No impact tools (electric or air) are allowed without the Project Manager's written permission.
- 24.2. The Owner reserves the right to stop or reschedule such Work for a reasonable period of time to facilitate facility operations without cost to the Owner.
- 24.3. The Contractor shall at all times comply with Part 7 of WSBC OHSR and local municipality or jurisdictions' requirements for noise abatement (i.e. City's Noise Abatement By-Laws).
- 24.4. Construction methods shall be maintained to ensure a low level of construction noise. Sound enclosures, sound baffles, muffler-equipped equipment and vibration platforms should be employed to keep all equipment as quiet as practical and the noise emission as low as possible.

25. CONTRACTOR SUPPLIED HAZARDOUS MATERIALS

- 25.1. Contractors must comply with WSBC OHSR and WHMIS for all Hazardous Materials used at the Worksite. Contractors must ensure that all necessary precautions are followed when working with or around hazardous or controlled products. Contractors and workers shall be trained in WHMIS. Refer to Section 4.4 for any Forms and Permits that may be required for the performance of Work.
- 25.2. Contractors and employees must keep copies of the MSDS for all controlled products to be used on a Worksite for reference.
- 25.3. All hazardous products must be labeled in accordance to WHMIS regulations.
- 25.4. Appropriate management plan must be given to Project Manager through Facilities Management designated representative when Work produces odors such as through the application of adhesives, roofing tar or painting. Seven (7) days' advance notice must be provided to allow for the temporary relocation of workers.
- 25.5. Adequate ventilation must be provided for the type and quantity of controlled products used.

26. ASBESTOS AND OTHER CONTAMINANTS

- 26.1. Asbestos containing materials (ACMs) may be encountered at IH Facilities. To identify where those materials may be found, an asbestos management and identification program is in place at all IH Facilities. The Owner will provide information on the ACMs within the Worksite to the Contractor who will be required to sign off as having read the report prior to Work commencing. Any samplings would be arranged by the Owner.
- 26.2. All Work that takes place on or around ACMs will be in compliance with Part 6 and Part 20 of WSBC Regulations and the applicable IH Asbestos Management Program.
- 26.3. If a worker is or may be exposed to potentially harmful levels of asbestos, the Contractor (or Subcontractor) must develop and implement an exposure control plan meeting per WSBC requirements. Refer to Section 4.4 for any Forms and Permits that may be required for the performance of Work.
- 26.4. Safe work procedures, in accordance to WSBC and Facilities Management requirements, must

be followed for all Work conducted in areas where asbestos may be contacted or disturbed. Only workers that have been trained in asbestos procedures may work on ACMs.

- 26.5. A qualified asbestos abatement contractor must do the removal, encapsulation and enclosure of ACMs.
- 26.6. Contactors must immediately stop work and contact the Project Manager and Facilities Management representative if damaged or suspected ACMs are found.
- 26.7. All other contaminants (lead, mercury, molds, etc.) shall follow similar precautions and procedures as stated in this section or as prescribed by a hazardous material consultant or report.

27. HAZARDOUS SPILLS AND CLEANUP

- 27.1. Contractors are responsible for the spill cleanup of hazardous materials used by the Contractor. The Contractor must have available the equipment, procedures and trained personnel required to clean up spills of any material they use in the Work at the Worksite.
- 27.2. The Contractor and supplier must conform with the BC Ministry of the Environment involving the required response to spills of hazardous materials that could result in contamination of the environment.

28. OCCUPATIONAL FIRST AID

- 28.1. The Contractor shall arrange for the provision of occupational first aid at the Worksite as per the requirements of WSBC OHSR. Please refer to WSBC Regulations for the appropriate first aid supplies, equipment, facility and trained attendant that are required.

29. CRIMINAL RECORDS CHECK

- 29.1. The Contractor and all employees covered by the terms of the Contract who, in the fulfillment of the terms and conditions of the Contract, work directly or have the potential of having unsupervised access to children or vulnerable adults in the ordinary course of employment or in the practice of an occupation, must comply with all requirements of the Criminal Records Review Act.
- 29.2. The Owner will advise the Contractor as part of the opportunity notice if Criminal Record Check requirements apply.
- 29.3. If Criminal Record Check requirements apply the Contractor shall provide the Owner with access to the results for all their employees and Subcontractor employees that will have access to the Worksite. All employees will require successful clearance prior to them commencing the Work.

END OF DOCUMENT