

**FORM 1: SSEM CONTRACTOR PROJECT NOTIFICATION FORM**

Ver. #:

Ver. Date:

Complete this form to ensure that the following items have been identified between the BCIT Liaison and their contractor(s):

- Hazards present at BCIT that the contractor may encounter have been communicated to the contractor(s)
- Hazards introduced by the contractor have been identified to BCIT.
- Additional forms and approvals required for the work and the relevant timelines for their submission have been determined.

**If the project has an identified Prime Contractor:** This form must be completed once, covering the entire scope of the project.

**If the project does not have a Prime Contractor:** BCIT is responsible for that role, and therefore this form must be completed for each contractor company hired to perform work at BCIT and the scope of their activities.

**Scope Start Date:** Where not greyed out, indicate the date that the applicable work scope will start. The relevant form/information must be submitted within the specified timeframe prior to the indicated start date for approval.

**Form must be submitted at least 3 business days prior to the indicated start date to [SSEM\\_Projects@bcit.ca](mailto:SSEM_Projects@bcit.ca) for approval.**

<b>Project Number:</b> <i>(NA if none applies)</i>		<b>Start Date:</b>		<b>End Date:</b>		<input type="checkbox"/> Fixed-Scope Project <input type="checkbox"/> Ongoing/Annual Service Scope
<b>Company Name:</b>					Prime Contractor?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Contractor Supervisor Name:</b>		<b>Phone #:</b>		<b>Email:</b>		
<b>BCIT Liaison Name:</b>		<b>Phone #:</b>		<b>Email:</b>		
<b>Work Location(s) and Scope:</b>						
<b>Sub-Contractor Companies</b>	List if applicable:					

**1. GENERAL CONTRACTOR NOTIFICATION/ORIENTATION INFORMATION****Scope Start Date:**

1.1: Provided contractor with the BCIT Contractor Orientation Manual?	<input type="checkbox"/> Yes	
1.2: Contractor aware of requirement to provide first aid for their workers/subcontractors?	<input type="checkbox"/> Yes	
1.3: Contractors provided with instructions for notifying Emergency Services?	<input type="checkbox"/> Yes	
1.4: Contractor representative has been provided with a site orientation?	<input type="checkbox"/> Yes	

2. CONTRACTOR IMPACT AND ACCESS		Scope Start Date:
2.1: REQUIRED – CONTRACTOR IMPACT FORM <i>Complete Form 2 and submit to SSEM within 3 business days of the project start date.</i>	<input type="checkbox"/> Yes	Project Start Date Above
2.2: Does contractor require key/card access to the Institute? <i>If yes, complete Form 3 and submit to SSEM within 3 business days of when access is needed. Note: Access to specialized Institute areas will require signed approval from relevant party, allocate time appropriately.</i> <input type="checkbox"/> <b>Facilities Signature:</b> Access to roofs, mechanical areas, electrical rooms, etc. <input type="checkbox"/> <b>ITS Signature:</b> Access to communications and server rooms. <input type="checkbox"/> <b>SOHS Lab Instructor Signature:</b> Access to biosafety/CL2 Labs (NW04 3 <sup>rd</sup> /4 <sup>th</sup> Floor) <input type="checkbox"/> <b>Radiation Safety Officer Signature:</b> Access to areas with radioactive sources <input type="checkbox"/> <b>SSEM Management Signature:</b> After hours access to secured areas (e.g. finance, HR, etc.).	<input type="checkbox"/> Yes <input type="checkbox"/> NA	
2.3: If project requires roof access, will contractor be potentially exposed to rooftop hazards (e.g. overhead lines, transmission towers, fume hood exhaust, etc.)? <i>If yes, ensure contractors are aware of all hazards.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> NA	
2.4: Does the project require the services of contracted BCIT Security Officers? <i>If yes, complete Form 4 and submit to SSEM within 3 business days of when officers are required. Note: security officers are hired for a minimum of 4-hours, charged to the project/department.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> NA	
3. BUILDING SYSTEM IMPACTS		Scope Start Date:
3.1: Will the project require shutting down any utility/building system or access to a high-voltage vault? <i>If yes, complete Form 5 and submit to the appropriate CPF representative for approval within 3 business days of the indicate scope start date. Submit the approved form to SSEM for records prior to scope start date.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> NA	
3.2: Will the project require impacts or shutdowns to fire -life-safety systems? <i>If yes, complete Form 6 with the signed approval of the CPF Electrical Manager/Foreperson and submit to SSEM within 3 business days of the indicated shutdown date.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> NA	
3.3: Does the project require lock-out/tag-out; and if so, check all the following that applies: <input type="checkbox"/> Contractor is solely performing and responsible for lock-out/tag-out. <input type="checkbox"/> BCIT Employees are solely performing and responsible for lock-out-tag-out. <input type="checkbox"/> Joint lock-out/tag-out; BCIT must be first to place locks and last to remove locks.	<input type="checkbox"/> Yes <input type="checkbox"/> NA	
4. HOT WORK INFORMATION		Scope Start Date:
4.1: Does the project require hot work (e.g. welding, brazing, open flames, etc.)? <i>If yes, please indicate all the following that apply to the scope of the anticipated hot work:</i> <input type="checkbox"/> Indoor Work <input type="checkbox"/> Outdoor Work <input type="checkbox"/> Ventilation will present to clear smoke/fume from indoor areas. <input type="checkbox"/> Fire watch will be assigned during work up to 30-minutes after work is completed. <input type="checkbox"/> Fire extinguishers and other fire protection will be present at worksite.	<input type="checkbox"/> Yes <input type="checkbox"/> NA	

5. HAZARDOUS BUILDING MATERIALS		Scope Start Date:
5.1: Does the project area contain hazardous building materials (asbestos, lead)? <i>If yes – ensure the contractor is aware of which materials are hazardous or likely to be hazardous; provide them with a report of hazardous building materials from HMIS (contact HSE for assistance if needed).</i>	<input type="checkbox"/> Yes <input type="checkbox"/> NA	
5.2: Does the project scope include impact or abatement of hazardous building materials; or the assessment/survey of asbestos-containing materials? <i>If yes, complete <b>Form 7</b> and submit to SSEM within 3 business days of the indicated scope start date.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> NA	
6. CONFINED SPACES		Scope Start Date:
6.1: Will the contractor enter a BCIT-identified confined space, or a space they have identified as confined? <i>If yes, complete <b>Form 8</b> and submit to SSEM within 3 business days of the indicated scope start date.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> NA	
7. PENETRATING RADIATION		Scope Start Date:
7.1: Does the project require the use of penetration radiation (UV, x-ray, gamma)? <i>If yes, complete <b>Form 9</b> and submit to the BCIT Radiation Safety Officer for approval within 5 business days of the indicated scope start date, then submit to SSEM prior to the scope start date for record keeping.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> NA	
8. ADDITIONAL INFORMATION		
<ul style="list-style-type: none"> <li>• Notify BCIT HSE (<a href="mailto:ssemhse@bcit.ca">ssemhse@bcit.ca</a>) of contractor incidents that were serious injuries, resulted in injury to BCIT employees, students, or visitors, or damage to BCIT assets or property.</li> <li>• Notify BCIT of any orders or work stoppages ordered by a regulatory agency for the contractor work at BCIT.</li> <li>• Ensure contractors have made all appropriate regulatory notifications for their work scopes (i.e. Notices of Project), as required.</li> <li>• As the main point of contact between BCIT and hired contractors, Liaisons are responsible for communicated all contractor project impacts affected stakeholders within the Institute.</li> </ul>		