



<b>BCIT STANDARD OPERATING PROCEDURE</b>	<b>Contractor Safety Process</b>
<b>Date Issued: 2021/04/30</b>	<b>Control #: CSP-GEN-001</b>
<b>Version Date: 2024/08/01</b>	<b>Version 1.1</b>

## PURPOSE AND SCOPE

This procedure applies to all BCIT employees hiring contractors (BCIT Liaisons) to perform work activities for the instate. The purpose of this procedure is to outline the process in which BCIT Liaisons must notify SSEM of any upcoming contractor work and seek any necessary approvals for specific work scopes. This process is required for ensuring that stakeholders are notified of contractor work in a timely manner, that there is effective hazard communication and coordination between BCIT and attending contractors, and to ensure that there are not delays or issues due to lack of awareness of contractor activities.

## EDUCATION/TRAINING

BCIT Liaisons are required to complete online BCIT Contractor Liaison education, outlining the roles, responsibilities, and expectations of BCIT employees hiring contractors.

## PROCEDURES

### *STEP 1: Contractor Safety Orientation and Planning*

The following items should be completed shortly after retaining a contractor for work at BCIT.

1. Provide contractor representative with the BCIT Contractor Orientation Manual.
  - a. Indicate that the contractor is responsible for sharing the expectations and requirements within the document with all personnel attending the Institute.
  - b. If the prime contractor, indicate that they are responsible for sharing the manual with all subcontractors retained.
2. Provide the contractor with the following forms for their review:  
**Form 1: SSEM Notification**  
**Form 2: Contractor Impact Notification**
3. With your contractor/prime contractor, review and ensure that Forms 1 and 2 are completed
  - a. Ensure you notify your contractor of all hazards they may encounter during their work at BCIT (Form 1 assists in outlining information to be provided).
  - b. Ensure that all required notification and request forms, and their anticipated timelines, are identified throughout Form 1.
  - c. For Form 2, ensure that any additional documentation/drawings that will be submitted with the Form are consolidated, and reflect the relevant impact controls.
  - d. Indicate the project number used internally by your department on all relevant forms. If there is no project number, an SSEM project number will be assigned.
4. Submit Forms 1 and 2 to [ssemprojects@bcit.ca](mailto:ssemprojects@bcit.ca) within **3-business days** of the anticipated project start date.

### *STEP 2: Specific Request and Notification Form Completion and Submission*

Forms 3 to 9 are used for making specific requests or notifications for project scopes. The table below outlines each form, submission timeline, and approval process. Work with your contractors to ensure the forms are completed accurately.

Notification/Request	Submission Timeline and Approval Process
<p>FORM 3: Access Request To allow contractors unrestricted access through assigned keys/cards.</p>	<ol style="list-style-type: none"> <li>1. If necessary, submit form to required stakeholder for access approval (e.g. ITS, Facilities, etc.).</li> <li>2. Submit to <a href="mailto:ssemprojects@bcit.ca">ssemprojects@bcit.ca</a> no less than 3-business days prior to access start.</li> <li>3. SSEM will notify Liaison of approval.</li> </ol>
<p>FORM 4: Security Officer Request Requesting services of contracted security officers.</p>	<ol style="list-style-type: none"> <li>1. Submit to <a href="mailto:ssemprojects@bcit.ca">ssemprojects@bcit.ca</a> no less than 3-business days prior start date needed.</li> <li>2. SSEM will notify Liaison of confirmation by Security..</li> </ol>
<p>FORM 5: Utility Shutdown Request Requesting shutdown of a utility or building system, or for access to/work on a high voltage vault. Does not include life safety systems.</p>	<ol style="list-style-type: none"> <li>1. Submit form for approval from relevant BCIT Facilities trade representative no less than 5 business days of anticipated start date.</li> <li>2. Submit the signed form to <a href="mailto:ssemprojects@bcit.ca">ssemprojects@bcit.ca</a> when approved by facilities as a notification, no further approvals required.</li> </ol>
<p>FORM 6: Life Safety System Shutdown Request Requesting the shutdown of a building's life safety system.</p>	<ol style="list-style-type: none"> <li>1. Submit form for approval from BCIT Facilities Electrical trade representative no less than 5 business days of anticipated shutdown date.</li> <li>2. Submit signed form to <a href="mailto:ssemprojects@bcit.ca">ssemprojects@bcit.ca</a> no less than 3 business days of shutdown as a notification to security. SSEM will confirm receipt and shutdown.</li> </ol>
<p>FORM 7: Hazmat Permit Permit request for work impacting hazardous building materials (lead/asbestos). Required for all scopes, completed as applicable.</p>	<ol style="list-style-type: none"> <li>1. Submit completed form to <a href="mailto:ssemprojects@bcit.ca">ssemprojects@bcit.ca</a> no less than 5 business days before work scope start for review and approval by BCIT HSE.</li> <li>2. SSEM will notify liaison of permit approval by HSE, within 3 business days of receipt.</li> </ol>
<p>FORM 8: Confined Space Permit Permit request for work inside of confined spaces.</p>	<ol style="list-style-type: none"> <li>1. Submit completed form to <a href="mailto:ssemprojects@bcit.ca">ssemprojects@bcit.ca</a> no less than 5 business days before space entry date for review and approval by BCIT HSE.</li> <li>2. SSEM will notify liaison of permit approval by HSE&lt; within 3 business days of receipt.</li> </ol>
<p>FORM 9: Penetrating Radiation Permit Permit request for work bringing a penetrating radiation source to BCIT (e.g. x-ray, gamma, etc.).</p>	<ol style="list-style-type: none"> <li>1. Submit completed form to <a href="mailto:ssemprojects@bict.ca">ssemprojects@bict.ca</a> no less than 5 business days before work start date for review and approval by BCIT Radiation Safety Officer.</li> <li>2. SSEM will notify liaison of permit approval by the RSO within 3 business days of receipt.</li> </ol>

*Note – Emergency Requests: Contractor safety submissions/requests can be made within the prescribed timelines in the event of emergency or urgent events where contractor services are urgently needed to ensure safe operations at the institute.*

### **STEP 3: Notify Impacted Occupants/Stakeholders**

As a BCIT Liaison, you are the primary point of contact between contractor activities and the institute. As outlined in part of Form 2, ensure that you notify all impacted BCIT areas of:

- Scope of the work and anticipated timelines.
- Anticipated impacts of the work and control measures implemented to mitigate impacts.

- BCIT Liaison contact information in the event of an issue or complaint with the work or impacts.

### Revising/Updating Forms

If any details on submitted forms require changes, re-submit the forms indicating the changes, and updating the version # and version dates on the top right of the relevant form (e.g. if original submitted was version 1.0, update to 1.1).

## ANNUAL/SERVICE CONTRACTORS

---

The process outlined above is similar for annual service contractors retained to provide regular, ongoing service at the Institute. These are generally companies on a roster used by BCIT Facilities Services, as well as a few other departments.

- Forms 1 and 2 are required to be submitted once per year.
- Form 3 (access) is not required, annual access is requested through the [SSEM Storefront](#).
- Form 7 (hazmat permit) can be completed for an annual scope only for assessment/environmental consultant companies. Any abatement work must be treated as a separate project.
- Form 8 (confined space entry permit) can be completed for an annual scope and submitted once annually. This must capture the entire scope of confined space entries anticipated during the year.
- Forms 4, 5, and 6 (security officer, utility shutdown, and life safety shutdown requests) are not approved on an annual basis and must be requested ahead of each individual instance.

## REVISION HISTORY

---

DATE	Version	Description	Author
2020/09/02	1.0	Published SOP.	John Di Bella
2024/08/01	2.0	Revised SOP to updated processes.	John Di Bella