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## Contractor Health & Safety Policy and Procedures Manual for Construction and Maintenance Contracts - POLICY

### SECTION 1 – INTRODUCTION

This manual applies to all contractors who work at BLUEWATER HEALTH sites and includes construction, renovation and maintenance type activities. The information contained in this manual does not replace or supersede the health and safety laws, regulation, codes and standards or any other legislation governing safety of contractors and employees. The policy and procedures described in this manual should not be construed as an assumption of responsibility by BLUEWATER HEALTH. Every contractor and subcontractor performing work on BLUEWATER HEALTH property must know and understand all federal, provincial, and municipal laws governing its activities along with any local site requirements and work site hazards.

A contractor engaged in work for the Owner is fully responsible for the safe performance of all work and shall take all measures within its control to protect the safety and health of the Owners employees, patients and visitors and its personnel.

This manual is not meant to replace the safety training and direction required to handle the specific safety requirements particular to the work involved on the project.

# 1. Definitions

The following titles appear in this document. A definition of each title is provided for clarity.

**Owner:** BLUEWATER HEALTH

**Owner Representative:** BLUEWATER HEALTH Project Coordinator can be either a representative of the Maintenance/Plant Operations, Facilities Planning & Development, Information Technology, or Environmental Services Departments.

**Contractor:** Any corporation, partnership, individual, joint venture, firm or company that performs work or services, or undertakes a project for the BLUEWATER HEALTH through a written contractual agreement.

**Construction:** Major and minor building activities that disturb or modify building structures and systems. The term includes not only construction but also renovation, maintenance and repair work.

**Constructor:** A person who undertakes a construction or renovation project for an owner. A constructor may be, for example a contractor, subcontractor, construction manager, or tradesperson. The term also includes an Owner who personally undertakes all or part of a construction or renovation project.

**Adjacent Areas:** Encompasses all surrounding areas, including areas on floors above and below the construction area.

**Project Site:** The designated location of the work as identified by the BLUEWATER HEALTH Contract or Purchase Order.

**Norman Site:** Refers all facilities south of London Road, east & west of Russell Street, west of Norman Street and north of Maria Street, as well as BLUEWATER HEALTH facilities on Maria Street.

**CEE Site:** Refers to all BLUEWATER HEALTH facilities on the Charlotte Eleanor Englehart Hospital site property, south of Dufferin, east of Blanche and west of Greenfield Streets.

## 2. Policy

All Contractors engaged by BLUEWATER HEALTH to perform construction and/or maintenance work must follow the outlined procedures / policies when working on any BLUEWATER HEALTH project regardless of whether the project is located on BLUEWATER HEALTH's Norman, or CEE Sites, or offsite.

The Contractor will be provided with a copy of the BLUEWATER HEALTH Policy & Procedures document and must confirm that she/he is familiar with the contents. For all projects the contractor must maintain a copy of the BLUEWATER HEALTH Policy & Procedures document on the project site. **Refer to Appendix 2 - Policy/Procedure Review and Training Confirmation Form.**

## SECTION 2 – PROJECT COORDINATION

### 1. Types of Contracts

Contract work typically fits into one of the following groups:

1. **Maintenance Contracts:** Work on facilities and/or equipment where tasks performed require the use of machines/equipment/tools, which may pose a high degree of hazard; and are performed by technically competent contractors and their stay at the hospital(s) is generally short.
2. **Project Contracts:** Work over longer periods of time including significant use of equipment and personnel which pose high degree of hazard to the premises, staff and patient population. Work can include renovation and new construction activities adjacent to functioning facilities.

Contract work can originate from a variety of sources, which typically includes: Maint./Plant Operations, Facilities Planning & Development, Environmental Services and Information Systems.

## 2. Contacts:

Primary contact for Project Coordination will be:

- Maint/Plant Operations (see below)

Personnel names and direct contacts will be assigned project specific at the time of contract.

The Contractor/subcontractor is to check in with **Maint/Plant Operations** for the Norman and CEE Site at the start and end of each working day, unless otherwise advised by the Project Coordinator.

### Norman Site

Maint/Plant Operations  
89 Norman Street  
464-4400 Ext. 8400, 8451, 8291, 8666.

### CEE Site

Maint/Plant Operations  
450 Blanche Street  
882-4325 Ext. 5809, 8400,8451,8291,8666.

Emergency Response Staff contact numbers are:

- Norman Site 464-4400, extension 4040.
- C.E.E. Site 882-4325, extension 4040

## 3. Signing In:

Prior to commencing work, the Contractor/subcontractor must submit information as outlined on **Appendix 1 - Contractor Information Sheet** to the assigned Project Coordinator.

The Contractor/subcontractor is to check in with Maint/Plant Operations for the Norman site and Patient Registration for the CEE Site at the start and end of each working day, unless otherwise advised by the Project Coordinator. **Refer to Appendix 8 –CEE - After Hours Contractor Sign In and Out.**

## 4. Contractor Identification:

All persons working within the existing hospital facilities shall wear a visible Identification badge at all

times. BLUEWATER HEALTH will be responsible to administer and issue all Identification Badges. Badges are to be obtained by signing in at the plant maintenance office including contact phone numbers, a badge will then be assigned. All badges issue to contractors must be returned at the end of each working day, if the office is closed they must be dropped in the box outside of the plant maintenance office. In the case of a larger capital project Bluewater Health may elect to assign permanent identification badges (see Appendix 3) for the duration of the project in which case the badge will be returned at the end of the project. Lost badges will result in a cost of \$25 to the contractor.

## **5. Site Access**

The Contractor, its employees, subcontractors, and suppliers shall park in areas designated by the BLUEWATER HEALTH and shall access the worksite through designated entrances. BLUEWATER HEALTH shall designate contractor areas for office, trailers, material storage, etc. The Contractor parking area on the London Road side of the building has limited space and will be limited to one vehicle per contractor unless special permission is given.

Damage to roadways, pavements and curbs, as the result of work performed by the Contractor shall be restored to the satisfaction of BLUEWATER HEALTH at the expense of the Contractor.

## **6. Access to Public Areas**

Access to those areas outside of the contractor's project site (Cafeteria, public washrooms, public corridors, patient areas) must be minimized. If and when contractor personnel enter these areas other than the designated work site, it is mandatory that the contractor staff adhere to a state of cleanliness void of dust, debris, etc. that could directly contribute to infection control problems.

## **7. Contractor's Project Site**

The Contractor must secure the project site from access by BLUEWATER HEALTH general staff, patients and the public. This includes, but is not limited to, the assurance that doors to the project site be closed and secured whenever the site is unsupervised, and at the end of the workday. Throughout the duration of the work, the Contractor is obligated to display appropriate signage indicating the restricted access and hazard(s) involved.

## **8. Project Site Security**

1. The Contractor shall provide all tools, equipment and materials required to complete their work, unless special arrangements have been made. The Contractor must not store materials, equipment and tools within BLUEWATER HEALTH that are not necessary to the work. Fire code prohibits the storage of tools and equipment in hallways.
2. The Contractor shall be responsible for the security of its tools, equipment or materials, which may be stored on the Owners property.
3. The Contractor must report any theft of materials, tools or equipment immediately to the BLUEWATER HEALTH Project Coordinator.
4. Contractors will provide the BLUEWATER HEALTH Security office with a copy of keys for any

locks installed.

5. No cameras or photographic equipment are allowed on the premises without the express permission of the Hospital.

## 9. Shutdown of BLUEWATER HEALTH Systems

No work external to the project site or on BLUEWATER HEALTH's systems shall commence until the BLUEWATER HEALTH Project Coordinator has been notified of the extent and nature of the work to be performed. BLUEWATER HEALTH requires six (6) days' notice and a duly approved **System Shutdown / Access Request Form - Appendix 4**, before any shutdown of a System may proceed. One (1) request per system is required. BLUEWATER HEALTH reserves the right to require extended notice where necessary.

Immediately prior to any shutdown, verbal confirmation must be received from the Plant Maintenance staff for Norman or CEE site.

### Shutdown of BLUEWATER HEALTH Fire/Crisis Alarm Systems

The existing fire alarm and emergency paging systems are to remain active at all times. All alterations to the existing fire alarm and emergency paging systems are to be coordinated with the Plant Maintenance staff for the Norman / CEE site by use of the **System Shutdown / Access Request Form - Appendix 4**. Work will not commence in the area until an approved copy of the form is presented to the Contractor and the deactivation has been **CONFIRMED** by the Plant Maintenance staff, where appropriate. Should the fire alarm system need to be deactivated, deactivation will be done on a daily basis from 08:00 to 16:00 hours. A minimum of four (4) hours' advance notice is required for extension of the deactivation period. An extension will be granted at Contractor's expense subject to availability of BLUEWATER HEALTH Plant Maintenance / Emergency Response staff.

Use of battery powered smoke alarms in a project site may be considered if written approval is obtained by the Contractor from the City of Sarnia Fire Department and presented to each of BLUEWATER HEALTH Facilities Planning and Development and Plant Maintenance departments for review.

## 10. False Alarms

False fire alarms in the project site that result in the City of Sarnia Fire Department responding to a BLUEWATER HEALTH site due to the Contractor's failure to obtain confirmation of a deactivated system, may result in BLUEWATER HEALTH **invoicing the Contractor** for costs as determined by the City of Sarnia Fire Department by-law charges.

## 11. Emergency Response

For BLUEWATER HEALTH facilities at the Norman site, the emergency telephone number is extension **5555** which can be accessed from any internal house telephone or by calling 464-4400, ext. 5555#. For the CEE Site the number is 882-4325, ext. 0. Emergency Response staff at Norman Site is 464-4400, ext. 4040.

For all other BLUEWATER HEALTH facilities the emergency telephone number is **911**.

The following emergency codes are used within BLUEWATER HEALTH facilities. Where emergency paging systems exist announcements of these codes will occur.

## 12. EMERGENCY CODES

<b>CODE</b>	<b>INCIDENT</b>	<b>CONTRACTOR RESPONSE</b>
<b>RED</b>	FIRE	See following procedure
<b>BLUE</b>	CARDIAC/RESPIRATORY ARREST	Clear path
<b>GREEN</b>	EVACUATION	See following procedure
<b>ORANGE</b>	EXTERNAL DISASTER	Follow direction from BLUEWATER HEALTH Security
<b>BROWN</b>	TOXIC SPILL INTERNAL	See following procedure
<b>YELLOW</b>	MISSING PATIENT	Follow direction from BLUEWATER HEALTH Security
<b>BLACK</b>	BOMB THREAT	Follow direction from BLUEWATER HEALTH Security
<b>WHITE</b>	VIOLENT PERSON	Follow direction from BLUEWATER HEALTH Security
<b>GREY</b>	TOXIC SPILL EXTERNAL	See following procedure

### 1. FIRE WITHIN PROJECT SITE (CODE RED)

1. Remove people from the immediate fire area, closing the door as you leave.
2. Activate the nearest fire alarm (PULL!).
3. Call Extension 5555. Report "Code Red" location (building, zone and floor).
4. Do not use elevator unless authorized by Fire Chief or Delegate.
5. Close all doors and windows if this can be performed without endangering yourself and others.
6. Turn OFF electrical equipment where possible if this can be performed without endangering yourself and others.
7. If it is safe and you are able, use an extinguisher on the fire. The Contractor must then submit a written report to the BLUEWATER HEALTH Project Coordinator.
8. Report to the fire panel location for a head count of all contractor workers on site.
9. The Contractor is not to return to the BLUEWATER HEALTH facility / project site until the **ALL CLEAR** is announced or until direction is received from the Project Coordinator.

### 2. EVACUATION (CODE GREEN)

1. Switchboard will announce:  
**"ATTENTION ALL FLOORS, CODE GREEN-STAT, LOCATION"**  
and the fire alarm evacuation signal will be activated by Switchboard.
2. The Contractor is responsible for all workers to report to the fire panel location and completing a head count of personnel.
3. The Contractor is not to return to the BLUEWATER HEALTH facility / project site until the **ALL CLEAR** is announced or until direction is received from the Project

Coordinator.

### 3. TOXIC SPILL (CODE BROWN) WITHIN PROJECT SITE

1. Immediately following a spill the Contractor must advise BLUEWATER HEALTH staff in area.
2. Remove Contractor's **at risk** personnel out of area.
3. Shut off open flames.
4. Prevent spread of fumes by closing doors and openings, if possible.
5. Leave all electrical equipment, appliances and switches alone. Do not turn them on or off.

#### **IF THE CONTRACTOR IS UNABLE TO CONTAIN OR CLEAN UP a chemical spill proceed as follows:**

1. The Contractor is required to call Emergency Response stat or Switchboard (5555) at either Sarnia Site or dial "0" at CEE to notify Switchboard of the location of the spill.
2. Remain near location.
3. Provide information about the spill including supplying the pertinent Material Safety Data Sheet(s).
4. Provide assistance as directed by BLUEWATER HEALTH Emergency Response or the Fire Department Hazardous Materials Team.
5. The Contractor is not to return to the BLUEWATER HEALTH facility/project site until the **ALL CLEAR** is announced or until direction is received from the Project Coordinator.
6. All costs incurred for a Code Brown within the project Site are to be paid by the Contractor.

**IF THE CONTRACTOR IS ABLE TO CONTAIN AND CLEAN UP A CHEMICAL SPILL** in accordance with the Contractor's spill procedures, the Contractor is then obligated to inform the BLUEWATER HEALTH Project Coordinator of the incident as soon as possible after the spill.

### 4. HAZARDOUS CHEMICAL SPILL (CODE GREY) EXTERNAL TO PROJECT SITE

1. Ensure all windows and doors are closed.
2. It is the Contractor's responsibility to listen for directions pertaining to the Code Grey Area and to communicate those announcements within the project site until the **ALL CLEAR** is issued.

## 13. Work Hazard Identification Form

The contractor must use a **Work Hazard Identification Form - Appendix 5** as a measure of risk identification for activities that involve high risk tasks. These tasks include: hot work, excavation,

electrical work, entry into confined space, working with or around hazardous substances, by-passing safety and emergency systems. The Work Hazard Identification Form will identify the scope of work, the associated hazards, and the necessary controls to maintain an acceptable level of risk. This form is to be submitted to the Project Coordinator prior to work commencing. Work which involves the following activities will require a permit /checklist prior to work commencing:

- **Hot Work Permit - Attached Appendix 6** (sample) This permit is available in the plant maintenance office and must be submitted prior to work commencing, it must be submitted and reviewed by Bluewater Health Plant/Maintenance.
- **Restricted Space Checklist - Attached Appendix 7.** This checklist must be completed prior to work commencing, and must be submitted and reviewed by Bluewater Health Plant/Maintenance
- **Confined Space Permit - Pending**

## 14. General Legal Requirements

- a. The Contractor shall know and abide by all Federal, Provincial and Municipal laws, ordinances and regulations pertinent to the work.
- b. All Contractors accept the liability for ensuring that every reasonable measure is taken to ensure the safety of the worker(s), patients, visitors, physicians and volunteers and other members of The BLUEWATER HEALTH under the circumstances and the safe operation and completion of the project.

## 15. Personal Conduct

1. No person under the influence of or carrying intoxicating alcoholic beverages or an illicit drug, is to enter or knowingly be permitted to enter a construction project.
2. Any profusion of foul language, threatening, intimidating, and inappropriate behavior or otherwise will not be tolerated on BLUEWATER HEALTH property.
3. Contractor employees shall confine their activities to areas expressly authorized to them for such use. Activities being entering the work site premises, parking vehicles, taking breaks, eating, drinking, and using lavatory facilities. Under no circumstances shall Contractor personnel be allowed to enter, walk through, or loiter in operating or other areas not authorized for their use or entry.
4. Contractor employees shall immediately report to their supervisor, any personal injury, exposure to hazardous materials, illness or symptoms of such occurring while on the Owner's property or while doing work for the Owner. Contractor personnel shall also report any unsafe conditions or situations that may need correction. After seeking medical assistance, if required, the Contractor shall report any of the above cases to the Bluewater Health Project Coordinator as soon as possible.
5. Contractors and their employees will make every effort to be attired in neat, clean clothing appropriate to the work being performed as well as to the area in which the work is being performed.

## 16. Two-way Communication Devices

All two-way communication devices other than cell phones (e.g. cellular phones, two-way paging systems) are to be shut off and not used on BLUEWATER HEALTH property except as otherwise directed by the Project Coordinator. These devices may cause interference with life support and monitoring equipment.

## 17. Trade Qualifications

The Contractor shall maintain the following documentation on the project site available for review upon request:

- a. Trade certificates for electrical and mechanical trades;
- b. Valid ODP cards for Refrigeration Technicians; and
- c. Welding certificates for all welders (e.g. structural, high pressure).
- d. Crane operator licenses

## 18. Material Deliveries

The Contractor must make advance arrangements with BLUEWATER HEALTH's designated Project Coordinator for materials and equipment to be delivered to the project site. Materials and equipment are not to be delivered to BLUEWATER HEALTH's receiving docks unless prior arrangements have been made with the designated Project Coordinator.

## 19. Smoking Restrictions

Smoking is not permitted in or on BLUEWATER HEALTH's property.

## 20. Good Work Practices

1. If Contractors or their employees are required to work in an active patient room/area, they must coordinate this activity with the Project Coordinator. They must check in at the nursing station prior to, or upon entering the work area. The nursing staff will outline any precautions that must be followed when working in the room/area.
2. All corridors, walkways must be kept clear at all times, unless the contractor receives specific approval and/or instruction from the BLUEWATER HEALTH Project Coordinator. Contractors are to provide their own garbage containers. The BLUEWATER HEALTH Project Coordinator must agree upon location of garbage containers.
3. Special precautions must be taken before the drilling of walls, ceilings and floors to ensure conduits, electrical cables, water lines, gas lines or any mechanical services are not pierced, and that there is no danger of damage or injury on the opposite side of the surface. In addition precautions must be taken whenever drilling may disrupt asbestos materials that may be present in walls, ceilings and floors.
4. If the Contractor damages any of the Hospitals' equipment or services during the course of

their work, no attempt at repair is to be done without approval of the BLUEWATER HEALTH Project Coordinator. All costs to repair damage are the sole responsibility of the Contractor.

5. Whenever the contractor is to perform work outside normal established hours, prior arrangements must be made with the BLUEWATER HEALTH Project Coordinator.
6. The hospital uses signage or lighting system to alert BLUEWATER HEALTH staff of hazards present or that entry is restricted. When the contractor employees begin to work within the existing hospital building, it is imperative that entry into areas where nuclear, radioactive, infectious or biohazardous agents are present is strictly prohibited without the approval of the BLUEWATER HEALTH Project Coordinator. An example of the signage or lighting system is as follows but not limited to:
  - WHMIS Symbols
  - Isolation Rooms
  - Operating Rooms
  - Lighting sign system (used in Diagnostic Imaging)
  - Chemical Storage
  - Radioactive / Nuclear material
  - Latex Control areas
  - Biomedical Waste
  - High Voltage areas

## **SECTION 3 – INFECTION PREVENTION & CONTROL**

### **1. Acceptable Standards**

The following additional reference information contains the minimally acceptable standards for Bluewater Health:

- BLUEWATER HEALTH Infection Control Policy & Procedure Manual, Policy # 9-3-60 re "Construction/Renovation".
- CSA Standard Z317.13.07. Infection Control During Construction, Renovation and Maintenance of Health Care Facilities.

### **2. Preventative Measures Analysis**

Table I will be used to classify work as Class I, II, III, or IV. Preventative measures recommendations for each classification are defined in Tables 4a-4d. Use the following 3 step analysis to determine classifications:

1. Identify the construction activity type (A, B, C, or D) in accordance with the activity-related criteria presented in Table 2.
2. Identify the population risk group (1, 2, 3, or 4) in accordance with the locational criteria

presented in Table 3.

3. Select the prevention and control measures for the applicable classification (I, II, III, or IV). Classification is determined on Table 1 where the row for the applicable population risk group and the column for the applicable construction activity type intersect.

1. **Table 1 Preventive Measures Analysis**

<b>Construction Activity Type</b>				
<b>Population Risk Group</b>	<b>Type A</b>	<b>Type B</b>	<b>Type C</b>	<b>Type D</b>
Group 1	Class I	Class II	Class II	Class III/IV
Group 2	Class I	Class II	Class III	Class IV
Group 3	Class I	Class III	Class III/IV	Class IV
Group 4	Class I – III *	Class III/IV	Class III/IV	Class IV

\* When the risk group is Group 4 and the construction activity is Type A, the infection prevention and control department shall be consulted to determine the appropriate preventive measure (I, II, III)

2. **Table 2 - Construction Activity Type**

<b>Construction activity type</b>	<b>Description</b>
Type A	<p>Inspection and non-invasive activities. These include, but are not limited to,</p> <ol style="list-style-type: none"> <li>a. activities that require removal of no more than one ceiling tile or require wall or ceiling panels to be opened;</li> <li>b. painting (but not sanding) and wall covering;</li> <li>c. Electrical trim work;</li> <li>d. Minor plumbing work that disrupts the water supply to a localized patient care area (i.e., one room) for less than 15 min; and</li> <li>e. Other maintenance activities that do not generate dust or require cutting of walls or access to ceilings other than for visual inspection.</li> </ol>
Type B	<p>Small-scale, short-duration activities that create minimal dust. These include, but are not limited to,</p> <ol style="list-style-type: none"> <li>a. Activities that require access to chase spaces;</li> <li>b. Where dust migration can be controlled, cutting of walls or ceilings for installing or repairing minor electrical work, ventilation components, telephone wires, or computer cables;</li> </ol>

	<ul style="list-style-type: none"> <li>c. Sanding or repair of a small area of a wall; and</li> <li>d. Plumbing work that disrupts the water supply of more than one patient care area (i.e., two or more rooms) for less than 30 min.</li> </ul>
Type C	<p>Activities that generate a moderate to high level of dust; require demolition; require removal of a fixed building component (e.g., sink) or assembly (e.g., countertop, cupboard); or cannot be completed in a single work shift. These include, but are not limited to,</p> <ul style="list-style-type: none"> <li>a. Activities that require sanding of a wall in preparation for painting or wall covering;</li> <li>b. Removal of floor coverings, ceiling tiles, and casework;</li> <li>c. New wall construction;</li> <li>d. Minor ductwork;</li> <li>e. Electrical work above ceilings;</li> <li>f. Major cabling activities; and</li> <li>g. Plumbing work that disrupts the water supply of more than one patient care area (i.e., two or more rooms) for more than 30 min but less than 1 h.</li> </ul>
Type D	<p>Activities that generate high levels of dust, and major demolition and construction activities requiring consecutive work shifts to complete. These include, but are not limited to,</p> <ul style="list-style-type: none"> <li>a. Activities that involve heavy demolition or removal of a complete cabling system;</li> <li>b. New construction that requires consecutive work shifts to complete; and</li> <li>c. Plumbing work that disrupts the water supply of more than one patient care area (i.e., two or more rooms) for more than 1 h.</li> </ul>

3. **Table 3 - Population Risk Groups and Geographical Areas**

<b>Population risk group</b>	<b>Typical areas</b>
Group 1 Lowest risk	<ul style="list-style-type: none"> <li>Office areas</li> <li>Unoccupied wards</li> <li>Public areas</li> <li>Laundry and soiled linen cleaning areas</li> <li>Physical plant workshops and housekeeping areas</li> </ul>

<p>Group 2 Medium risk</p>	<p>Patient care areas, unless listed in Group 3 or Group 4  Outpatient clinics (except oncology and surgery)  Admission and discharge units  Waiting rooms  Autopsy and morgue  Occupational therapy areas remote from patient care areas  Physical therapy areas remote from patient care areas</p>
<p>Group 3 Medium to high risk</p>	<p>Emergency (except trauma rooms)  Diagnostic imaging  Labour and birthing rooms (non-operating)  Nurseries for healthy newborns  Nuclear medicine  Hydrotherapy  Echocardiography  Laboratories  General medical and surgical wards  Pediatrics  Geriatrics  Long-term care  Food preparation, serving, and dining areas  Respiratory therapy  Clean linen handling and storage areas</p>
<p>Group 4 Highest risk</p>	<p>Intensive care units (ICUs)  Operating rooms (including prep, induction, post-anesthetic care unit (PACU), and scrub areas)  Anesthesia storage areas and workrooms  Oncology units and outpatient clinics for cancer patients  Transplant units and outpatient clinics for transplant patients  Wards and outpatient clinics for patients with AIDS or other immunodeficiency diseases  Dialysis units  Critical care nurseries (NICU)  Labour and delivery operating rooms  Cardiac catheterization and angiography areas  Cardiovascular and cardiology patient areas  Endoscopy  Pharmacy admixture rooms  Sterile processing rooms, Sterile supply areas  Burn care units  Animal rooms  Trauma rooms  Protective environment isolation rooms  Tissue culture laboratories  Bronchoscopy  Cystoscopy  Pacemaker insertion rooms</p>

	Dental procedure rooms Central processing department
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### 3. Recommendations for Infection Prevention & Control Measures (Class I – IV)

3.3.1. TABLE 4a - CLASS I CONSTRUCTION ACTIVITY	
<b>DATE:</b>	<b>INITIALS:</b>
<b>Engineering / Service Staff &amp; Contractors:</b>	
<p>a. <b>Construction / Renovation Activities Dust Control*</b></p> <ul style="list-style-type: none"> <li>• Execute work by methods to minimize raising dust from construction operations.</li> <li>• Immediately replace any ceiling tiles displaced or visual inspection</li> <li>• Minor demolition for remodeling</li> </ul>	

**\*Note: Class II recommendations must be followed if dust is created during Type A construction activity.**

3.3.2. TABLE 4b - CLASS II CONSTRUCTION ACTIVITY	
<b>DATE:</b>	<b>INITIALS:</b>
<b>Engineering / Service Staff &amp; Contractors:</b>	
<p>a. <b>Construction / Renovation Activities</b></p> <ul style="list-style-type: none"> <li>• <b>Dust Control</b> <ul style="list-style-type: none"> <li>◦ Immediately replace displaced tiles.</li> <li>◦ Execute work by methods to minimize dust generation</li> <li>◦ Provide active means to minimize dust generation and migration into atmosphere</li> <li>◦ Use drop sheets to control dust. "Kontrol Kube" may also be utilized</li> <li>◦ Seal windows and unused doors with duct tape</li> <li>◦ Place dust mat at entrance to and exit from work areas</li> <li>◦ Control dust by water misting work surfaces while cutting</li> <li>◦ Construction workers to wear the appropriate personal protective equipment</li> </ul> </li> <li>• <b>Ventilation</b> <ul style="list-style-type: none"> <li>◦ Disable the ventilation system in the construction / renovation area until project is completed</li> <li>◦ Monitor the need to change and/or clean filters in construction /</li> </ul> </li> </ul>	

renovation area

- Debris Removal & Cleanup
  - Appropriate containers supplied by contractor
  - Contain debris in covered container or cover with moistened sheet before transporting for disposal
  - Transport debris via designated route.

b. Plumbing Activities

- Schedule water interruption during low activity (e.g. evenings if possible)
- Flush water lines prior to use
- Observe for discoloured water
- Ensure water temperature meets the standards set by facility
- Ensure gaskets and items made of materials that support the growth of Legionella are not used
- Ensure faucet aerators are not installed or used
- Maintain as dry an environment as possible and report any water leaks what occur to walls and substructures
- Collection tanks and long pipes that allow water to stagnate should be avoided
- Consider hyper chlorinating or superheating stagnant potable water

c. Cleaning

- Wet mop and/or vacuum with heap-filtered vacuum before leaving work are daily.

**3.3.3. TABLE 4c - CLASS III CONSTRUCTION ACTIVITY**

DATE:

INITIALS:

**Engineering / Service Staff & Contractors**

a. Construction / Renovation Activities

- Ensure Infection Prevention & Control consultation has been completed and permit approved

b. Dust Control

- Erect an impermeable barrier from true ceiling (includes area above false ceilings) to the floor consisting of 2 layers of 6 ml polyethylene of Sheetrock
- Ensure windows, doors, plumbing penetrations, electrical outlets and intake and exhaust vents are properly sealed with plastic and duct taped within the construction / renovation area
- Air ducts and spaces above ceilings should be vacuumed if necessary

- Place dust mat at entrance to and exit from work areas
- Control dust by water misting work surfaces while cutting
- Construction workers to wear the appropriate personal protective equipment
- Construction workers should be vacuumed with a HEPA filtered vacuum cleaner before leaving the work site; or they could wear cloth paper coveralls that are removed each time they leave the work site
- Do not remove dust barrier until the project is complete and the area has been cleaned thoroughly and inspected
- Remove dust barrier carefully to minimize spreading dust and other debris particles

c. Ventilation

- Disable the ventilation system in the construction / renovation area until project is completed
- Monitor the need to change and/or clean filters in construction / renovation area
- Maintain negative pressure within construction zone by using portable HEPA equipped air filtration units
- Ensure air is exhausted directly outside and away from intake vents or filtered through a HEPA filter before being re-circulated
- Ensure ventilation system is functioning properly and is cleaned if contaminated by soil or dust after construction project is complete.

d. Debris Removal & Cleanup

- Appropriate containers supplied by contractor
- Remove debris at the end of the work day
- An external chute will need to be erected if the construction is not taking place on ground level
- Wet mop and/or vacuum work area with HEPA filtered vacuums daily and when leaving work area.
- Contain debris in covered container or cover with moistened sheet before transporting for disposal
- Transport debris via designated route

**3.3.4. TABLE 4d - CLASS IV CONSTRUCTION ACTIVITY**

**DATE:**

**INITIALS:**

**Engineering / Service Staff & Contractors:**

a. Construction / Renovation Activities

- Ensure Infection Prevention & Control consultation has been completed and permit approved

- Dust Control

- Before starting the construction project, erect an impermeable dust barrier, which includes an anteroom to the construction zone
- Ensure windows, doors, plumbing penetrations, electrical outlets and intake and exhaust vents are properly sealed with plastic and duct taped within the construction / renovation area
- Air ducts and spaces above ceilings should be vacuumed if necessary
- Place dust mat at entrance to and exit from work areas
- Control dust by water misting work surfaces while cutting
- Construction workers to wear the appropriate personal protective equipment
- Construction workers should be vacuumed with a HEPA filtered vacuum cleaner before leaving the work site: or they could wear cloth paper coveralls that are removed each time they leave the work site
- Holes in walls should be repaired within 8 hours or be temporarily sealed
- Do not remove barrier until the project is complete and the area has been cleaned thoroughly and inspected
- Remove barrier carefully to minimize spreading dust and other debris particles

- Ventilation

- Disable the ventilation system in the construction / renovation area until project is completed
- Monitor the need to change and/or clean filters in construction / renovation area
- Maintain negative pressure within construction zone by using portable HEPA equipped air filtration units
- Ensure negative pressure is maintained within the anteroom and construction zone.
- Ensure ventilation systems are working properly in adjacent areas.
- Ensure air is exhausted directly outside and away from intake vents or filtered through a HEPA filter before being recirculated
- Ensure ventilation system is functioning properly and is cleaned if contaminated by soil or dust after construction project is complete.
- Review ventilation system requirements in the construction area with Infection Prevention & Control, to ensure system is appropriate and functioning properly

- Debris Removal & Cleanup
    - Appropriate containers to be supplied by contractor
    - Remove debris at the end of the work day
    - An external chute will need to be erected if the construction is not taking place on ground level
    - Wet mop and/or vacuum work area with HEPA filtered vacuums daily and when leaving the work area.
    - Contain debris in covered container or cover with moistened sheet before transporting for disposal
    - Transport debris via designated route
  - Evaluation
    - Evaluate Infection Prevention & Control, measures with other members of the planning team or delegate, to evaluate the effectiveness and identify problems at the end of the construction project
- b. Plumbing Activities
- If there are concerns about *Legion Ella*, consider hyper chlorinating stagnant potable water or superheating and flushing all distal sites before restoring or re-pressurizing the water system

## SECTION 4 – OCCUPATIONAL HEALTH & SAFETY

### 1. Occupational Health & Safety Procedures

Contractors performing work at Bluewater Health facilities are required to comply with the following procedures. These procedures are developed to manage risks and avoiding accidents and injuries at the work site.

*NOTE: In the case of any discrepancy between the following procedure information and the regulations outlined on the OH&S Act, the regulatory text shall remain the final authority.*

To comply with regulatory duties and also in accordance with our own Health and Safety Policy the working environment needs to be regularly assessed to ensure that so far as is reasonably practicable conditions of safety and absence of risk to health are maintained. Hazards need to be identified in order to define safe preventative and protective measures to eliminate or minimize risks.

#### a. Fragrance Reduced Workplace

Due to the potential health issues (i.e. allergic reaction, migraines, etc.) that may arise from exposure to scented products, Bluewater Health has instituted a Fragrance Reduced Environment. Health care workers, volunteers, physicians, contractors, external service

providers, patients, and visitors are required to not wear products containing scents, such as perfume, cologne, fragrant deodorant, fragrant hair products, and body sprays while working at Bluewater Health.

**For further details please see Appendix 10**

## **2. Industrial Hygiene and Exposure Standards**

Where potential exists for exposure to hazardous substances, the Contractor shall know the exposure levels for the hazardous substances within his/her control and shall provide for the appropriate industrial hygiene monitoring where necessary. Further the contractor shall observe and enforce the following rules:

1. The Contractor shall be responsible for maintaining Material Safety Data Sheets (SDS), at the project site, for all hazardous materials being brought onto BLUEWATER HEALTH sites. Information on all hazardous materials including the SDS must be submitted for review by BLUEWATER HEALTH personnel prior to being brought on site.
2. The Contractor shall be responsible for providing equipment, such as detector tubes, sampling pumps, and noise level meters, for any necessary industrial hygiene monitoring.
3. Industrial hygiene sample must be sent to an approved laboratory for evaluation.
4. Results from such monitoring shall be communicated to Contractor employees and the BLUEWATER HEALTH Project Coordinator where necessary.
5. Prior to any industrial hygiene monitoring taking place, the Contractor will notify the Bluewater Health Project Coordinator to coordinate Joint Occupational Health & Safety Committee involvement.

## **3. Pre-Start Health and Safety Review Meeting**

When Contractor personnel are employed at a work site where hazardous substances are used, the Contractor shall identify any such substances which could have teratogenic or embryo fetal toxic properties and shall advise such personnel of the hazards associated with the use of and the exposure to such materials. It may be necessary to removal female personnel from such exposure areas, or to provide extra protection.

Any process that may produce hazardous, toxic or noxious fumes, vapors, smoke or other emissions that will not be contained in the project site and may enter the main BLUEWATER HEALTH operational areas must have prior approval of the BLUEWATER HEALTH Project Coordinator and twenty-four (24) hours' advance notification to Plant Maintenance at the Norman, or CEE site.

All exposure potentials shall be discussed at the pre-start health and safety review meeting.

## **4. Controlling Noise, Vibration, Dust, Odors, etc.**

All drilling, grinding and other noisy operations must be arranged on a scheduled basis prior to commencing such work. Noise, vibration, dust, odors, etc. shall be minimized to ensure minimal disruption to patients in adjacent areas to the construction zones. The contractor may be required to temporarily halt and reschedule any work causing excessive noise, vibration, dust, odors, etc. to

accommodate emergency or sensitive hospital activities.

## 5. Chemicals and Hazardous/Toxic Substances

1. Under the Occupational Health and Safety Act and related Regulations specific requirements, procedures and training must be carried out to ensure that workers work safely with chemicals. BLUEWATER HEALTH expects that the Contractor will carry out these requirements, procedures and training for hazardous/toxic substances under their control and responsibility.
2. Before any job is started and for the project duration:
  - a. The Contractor must ensure that the SDS sheets have been submitted to the project coordinator for review and not commence use until given approval.
  - b. The contractor and its subcontractors shall be trained in the Workplace Hazardous Materials Information System ("WHMIS") and comply with WHMIS and be able to submit proof of the training if requested by the BLUEWATER HEALTH Project Coordinator.
  - c. Based on the information provided, the Hospital's Occupational Health and Safety Department may forward additional requirements, changes in procedures or other recommendations to improve the safety of the project to the BLUEWATER HEALTH Project Coordinator. These directions will then be forwarded to the Contractor who must ensure that they are carried out throughout the duration of the project.
  - d. All chemical containers must be appropriately labeled in accordance with WHMIS regulations.

## 6. Asbestos Handling and Removal

Contractor personnel involved in handling, removal demolition and/or disposal of materials containing asbestos shall comply with the *Occupational Health and Safety Act Reg. 838 for Designated Substance – Asbestos on Construction Projects and in Buildings and Repair Operations* and other provincial and/or municipal standards governing the activity. Contractors will be given copies of the Bluewater Health asbestos audit as it relates to their work, by the Project Coordinator.

## 7. Environmental Requirements

1. **Protection of the Environment**
  - a. The Contractor shall be knowledgeable of and comply with all environmental laws, rules and regulations for materials, including hazardous substances or wastes, under his/her control. The Contractor shall not dump, release or otherwise discharge or dispose of any such materials.
2. **Hazardous Waste**
  - a. Where Contractor's work involves hazardous waste materials, the contractor shall train personnel on the procedures for handling such hazardous waste.

The Contractor shall:

- a. Maintain manifest records and reporting systems on all hazardous waste disposals under the Contractor control per federal, provincial and municipal laws. Provide copies of all records to the Bluewater Health Project Coordinator.
- b. Have contingency and emergency plans for hazardous wastes under the Contractor's control.

## 8. Injuries / Illness / Incidents

The Contractor is to inform BLUEWATER HEALTH's Project Coordinator of any safety incidents, Ontario Ministry of Labour (MOL) visits, MOL orders and chemical spills, which occur during the project. First Aid, when required, must be administered by the Contractor in accordance with Ontario Regulations.

In the event a Contractor's employee required emergency medical attention, they may use the BLUEWATER HEALTH Emergency Department at the Norman Site or CEE Site.

The Contractor shall provide the OH&S department and BLUEWATER HEALTH Project Coordinator with copies of all incidents, including near miss/ hazardous situations, injuries, work stoppages or work refusals.

In the event of critical injury, the contractor shall notify the Ministry of Labour, the OH&S department and the BLUEWATER HEALTH Project Coordinator immediately. The BLUEWATER HEALTH Project Coordinator will notify the hospital administrator.

## SECTION 5 – APPENDICES

### 1. Appendices

Appendix 1 - Contractor Information Sheet

Appendix 2 - Policy/Procedure Review Confirmation Form

Appendix 3 - Contractor Security Badge Request

Appendix 4 - System Shutdown / Access Request

Appendix 5 - Work Hazard Identification Form

Appendix 6 – Hot Work Permit

Appendix 7 – Restricted Space Checklist

Appendix 8 – CEE-After Hours Contractor Sign in & Out sheet

Appendix 9 – SDS Information

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## Attachments

- [Appendix 01: Contractor Information Sheet](#)
- [Appendix 02: Policy/Procedure Review - Confirmation Form](#)
- [Appendix 03: Contractor Security Badge Request](#)
- [Appendix 04: System Shutdown / Access Request](#)
- [Appendix 05: Work Hazard Identification Form](#)
- [Appendix 06: Hot Work Permit](#)
- [Appendix 07: Restricted Space Checklist](#)
- [Appendix 08: CEE-After Hours Contractor Sign In & Out Sheet](#)
- [Appendix 09: SDS Information](#)
- [Appendix 10: Fragrant Reduced Workplace Policy](#)

## Approval Signatures

Step Description	Approver	Date
Director, Facilities	Jack Vanderveen: Director Support Services	05/2024
Supervisor, Maintenance	Brian Wagner: Manager	05/2024
Policy Review	Meghan Glass: Administrative Assistant	05/2024

## Applicability

Bluewater Health - Departmental