

Construction Safety

The Board of Education will establish procedures to help ensure and student and employee safety during construction and renovation projects.

In situations where the Board of Education is the prime contractor, procedures will be established to do everything that is reasonably practicable to maintain a system in compliance with WorkSafe BC by the sub-contractors and their employees.

The Construction Safety procedures will apply to all projects which involve any construction work on a site that will be occupied by students or school district staff during the construction period.

Upon the award of contract, the Director of Facilities will convene and chair a meeting(s) which will include as appropriate, the School Principal, CUPE and MTU Staff Representatives, District Health & Safety Coordinator, PAC and student representatives, Project Architect and Project Supervisor to:

- Enter into a written agreement identifying the prime contractor (if there is no written agreement, WorkSafe BC will assume the owner is the prime contractor).
- Identify the designated supervisor(s).
- Review the scope and timetable of the project with a view to identifying potential situations that could place either students or employees at risk.
- Develop a tentative plan to address health and safety issues in accordance with WorkSafe BC Regulations.
- Receive a copy of sub-contractor's WorkSafe BC card.
- Ensure compliance as appropriate with the Criminal Records Check policy.

Where the school district is the Prime Contractor, the purpose of the meeting will also be to:

- Sign off the Sub-Contractor Safety Program Compliance form by both the Prime Contractor and Sub-Contractor.
- Receive copies of written work procedures pertaining to Fall Protection, Asbestos Removal, Lock Out Procedures, Confined Space, Refusal of Unsafe Work and any other written procedures as appropriate.
- Appoint a site based Health & Safety committee representative.

Prior to the commencement of the construction project, the Director of Facilities will convene and chair a meeting(s) which will include as appropriate the School Principal, Staff Representatives, H & S Coordinator, Project Supervisor, Architect representatives and the Contractor to review and update timetables and planning for a safe construction project. Specific agreements made between the contractor and school with respect to safety shall be documented and included in the minutes of the meeting, which will be distributed to all parties.

During the construction period the School Principal and Contractor will liaise to deal with safety related issues as required. Any unresolved matters will be referred immediately to the Director of Facilities for remedy.

Safety Meeting Considerations

At contractor safety meetings held in accordance with WorkSafe BC, the contractor will include a discussion of issues that have arisen with respect to students and staff safety.

The following items are listed to provide the committee with guidance at its meetings. The list is not intended to be all inclusive as each project is unique and careful and thoughtful consideration must be given to each project.

- Committee members should be provided with a copy of the Construction Safety Procedure to be reviewed at each meeting.
- Review scope and schedule of construction.
- Identify possible safety hazards and develop strategies to minimize risks. Solutions might given consideration to the following:
 - hoarding
 - signage
 - supervision
 - access and egress considerations
 - construction waste (housekeeping)
 - construction materials and equipment
 - traffic and parking – on and off site
 - power lines
 - air quality, temperature and noise control
 - fall protection
 - personal protective equipment
 - asbestos removal

Date Adopted: December 2000

Date Amended: October 2006

*Cross Reference: [Asbestos Exposure Prevention Administrative Procedure #102](#)
[Criminal Record Checks Administrative Procedure #105](#)*

*Resources: [Emergency Response Quick Reference Guide for Schools](#)
[Occupational Health and Safety Booklet](#)*