



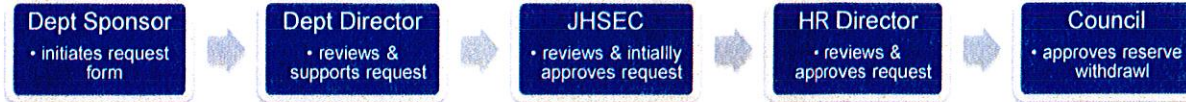
Safety Enhancement Program Request Form

Purpose

This request form will document the request and approval for funding of specific, one-time, fixed cost expenditure from the Safety Enhancement Program, supporting employee-related occupational health and safety enhancement initiatives.

Reference: Safety Enhancement Program Administrative Policy A-HRS-04.16

Application Process



Request Details

Initiative Title:	Confined Space Entry/Fall Arrest Gap Analysis & Code of Practice Compliance
Sponsor Name and Position:	Brian Brost
Department:	Utilities
Date of Request:	February 16, 2017
Funding Request Amount:	\$20,000

- Briefly describe the initiative/project which the funds will support (i.e. training, equipment, software/hardware etc.) and that meet the Safety Enhancement Program Administrative Policy A-HRS-04.16. See attached.**
- Supporting details. Identify the safety hazards within a Hazard Identification Assessment Control document (HIAC) the initiative will be designed to control and attach a copy. Identify how this will support corporate and/or cross-departmental safety needs. Describe why this is a safety priority. Provide any supporting data to justify the need for this initiative. See attached.**
- Explain the scope of impact (i.e. how many people/who will be affected by this initiative? How many/which departments will be affected?) See attached.**
- How does this initiative align to Council Priorities? Check all that apply and explain.**

Council Priority / Link:	Explain/Define link
<input type="checkbox"/> 1. Cultivate Economic Prosperity	
<input type="checkbox"/> 2. Cultivate a Historic, Creative and Active Community	
<input type="checkbox"/> 3. Cultivate a Green Community	

<input type="checkbox"/>	4. Cultivate Excellence in Government	
<input checked="" type="checkbox"/>	5. Cultivate Sustainable Infrastructure and Services	Eliminating &/or reducing potential hazards through a span of controls from Engineering, Administrative, and Personal Protective Equipment is the responsibility of the City to ensure safety of workers. This supports reliability of systems/equipment and operation of water and wastewater services.
<input type="checkbox"/>	6. Cultivate a Safety Healthy and Inclusive Community	

5. Detail the key milestones on the proposed implementation timeline.

Work Steps & Deliverables:	Projected Date:
1. Safety Enhancement Funding Approval – Council	May 2017
2. Issue Request for Quotation from Certified Industrial Hygiene Consultants	June 2017
3. Quotation Evaluations and Award	July 2017
4. Confined space site analysis, policies/procedure review, and personal protective equipment assessment	August/September 2017
5. Final Report/Confined Space Entry Code of Practice Plan	September 2017

6. Detail a breakdown of costs, if applicable.

Itemization:	Projected Cost:
1. On Site Analysis, Policies/Procedure Review/PPE Assessment	\$15,000
2. Final Report & Confined Space/Fall Arrest Code of Practice Plan	\$ 5,000
3.	
TOTAL:	\$20,000

7. Identify the primary stakeholders responsible for the implementation/program elements. (i.e. scheduling training, procuring product or services, installing new equipment, etc)

Position Title:	Name:	Responsibility:
Manager of Utilities	Brian Brost	Request for Quotation/Consulting Evaluation & Award
Supervisor of Utilities	Allan MacAllister	Project Coordination/Implementation
Team Leads	Brett MacDonald Francis Petras	Project Implementation Site Analysis Representatives (Water/Sewer)
Operator	Steve Farrell	Fall Protection Trainer – Project Subject Matter Expert


Signatures and Tracking

 _____ Department Sponsor	 _____ Date
 _____ Department Director	 _____ Date

Joint Health & Safety Sub-committee Chair

Date

Attach meeting minutes from Joint Health and Safety Enhancement Committee (JHSEC) that approves and endorses the allocation of funds from the Safety Enhancement Program to the above stated request.


Human Resources Director

Date July 12/17

Attachment SEP – Confined Space Entry/Fall Arrest Gap Analysis & Code of Practice Compliance

Utilities personnel conduct confined space entry on a routine basis in a variety of situations within sanitary or storm sewer manholes, sanitary grinder stations, sanitary lift stations/wet wells, water distribution underground vault chambers and large diameter storm outfall structures.

Personnel currently utilize air quality monitors, entry/retrieval equipment consisting of Davit arms/tripods equipped with Self Retracting Lifelines and in-house training is carried out for personnel surrounding the use of this equipment.

Although Utilities does have a Confined Space Code of Practice and Entry Permit process, it was prepared in 2009 and it is evident that there are noted gaps specific to the current Alberta Occupational Health and Safety minimum requirements surrounding:

- Reasons for entering the space – lists type of work tasks to be carried out
- Types of confined spaces
- Legislation changes to include restricted access spaces – which has not been included
- There is nothing written into the code regarding required worker training
- Process for protection for hazardous substances and energy within spaces (engulfment, mechanical energy, falling objects etc.)
- Processes for ventilation and/or purging
- Written responsibilities for the tending worker

It is recommended that a qualified, competent Industrial Hygiene Consulting firm be retained to conduct a Confined Space Entry/Fall Arrest Gap Analysis and prepare a revised Code of Practice for the City to ensure compliance with legislative requirements.

Safety Hazard Identification and Control

In addition to the Alberta Occupational Health and Safety (OH&S) Code Part 2 – Hazard Assessment, Elimination and Control, Code Part 5 – Confined Spaces requires that:

44(1) An employer must have a written code of practice governing the practices and procedures to be followed when workers enter and work in confined space.

44(2) the Code of practice must

- a) take into account and apply the requirements of this Part and section 169 (Hot Work),*
- b) be maintained and periodically reviewed, and*
- c) identify all existing and potential confined space work locations at a work site.*

44(3) a worker involved in any aspect of a confined space entry must comply with the requirements and procedures in the code of practice.

A qualified Industrial Hygiene Consulting firm would carry out the following scope of work:

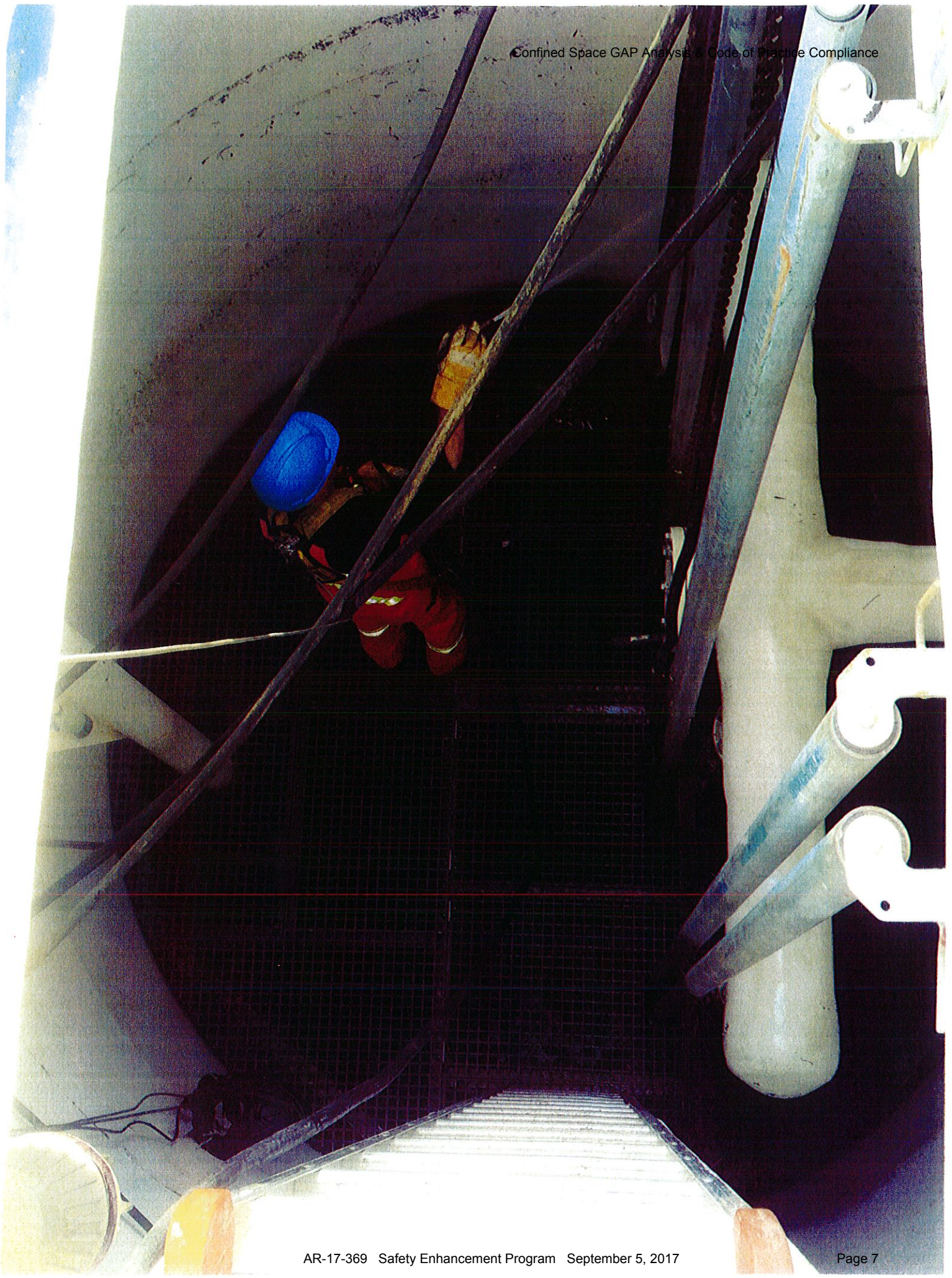
- Conduct a formal on-site HIAC on a sample of commonly accessed confined spaces that are representative of systems/infrastructure typical for personnel to enter
- Conduct an inspection/assessment of all confined space entry equipment and air quality monitoring devices
- Review all applicable SOP's, entry permit protocols, air quality monitoring device calibration, testing and use protocols, equipment inspection, testing and servicing requirements, and training/personnel competency protocols to determine compliance and/or gap analysis with OH&S Code minimum requirements.

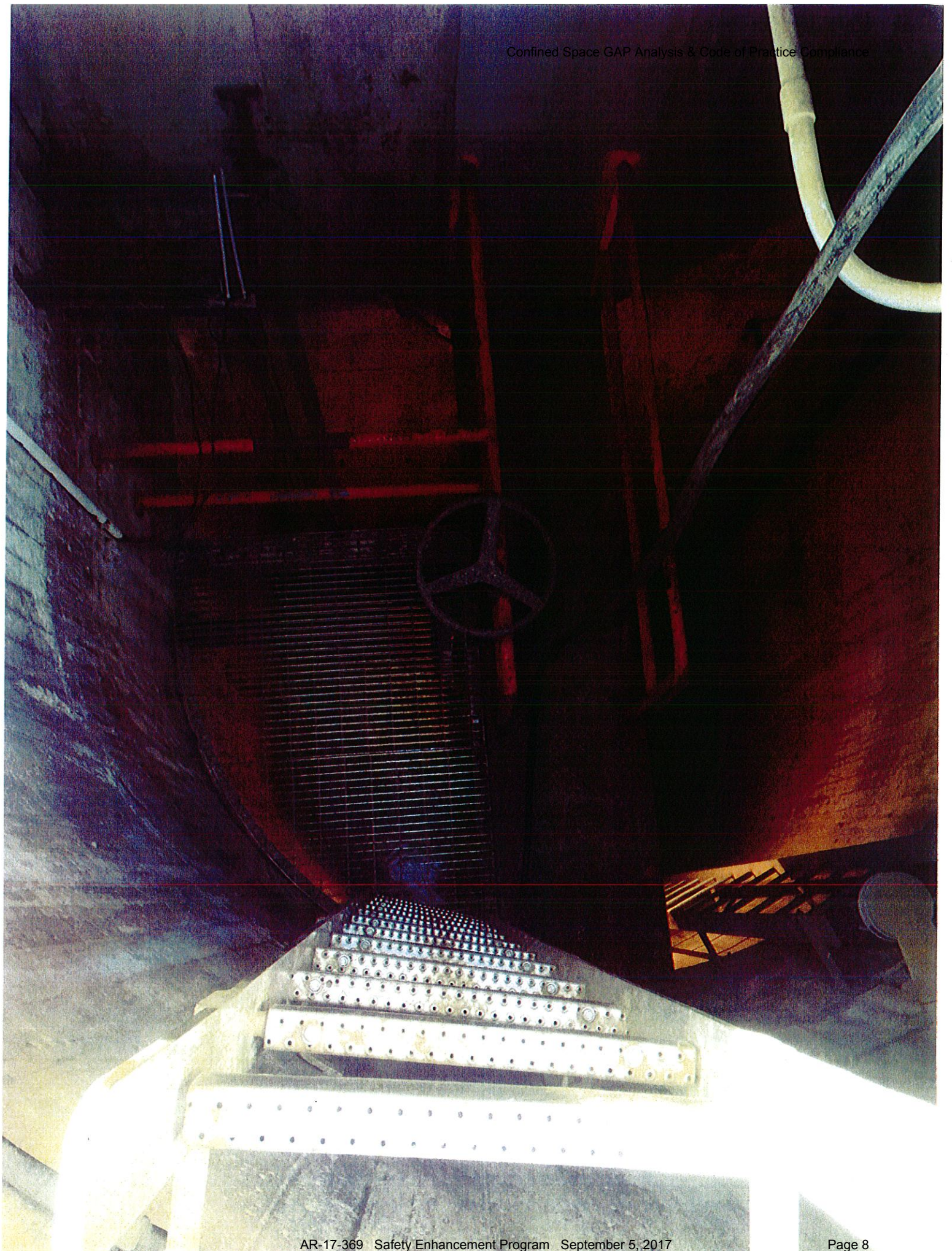
- Prepare a Final Report including recommendations surrounding equipment/site improvements based on industry best practice ensuring compliance with OH&S code requirements.
- Prepare amendments forming the written Code of Practice for the Utilities Department including all applicable formal documents. (i.e. entry procedures, directives, equipment inspection protocols, permit forms, training/competency protocols)

Scope of Impact / Safety Priority

This project is a very high safety priority as current Utilities Department operations and maintenance surrounding confined space entry ranks as very high potential for exposure to hazardous conditions, frequent entries, and a significant amount of Departmental personnel are responsible to perform this work.







Background

The City of St. Albert Utilities Department is seeking quotations from qualified firms to conduct a Confined Space Entry/Fall Arrest Gap Analysis that includes, but is not limited to observational analysis of our water and wastewater facilities where operations are performed, review of current procedures and processes, interviews with applicable personnel, identification of standards and compliance requirements and provide recommendations including all findings in a final report to Department Management.

The City of St. Albert Utilities Department personnel conduct confined space entry on a routine basis in a variety of situations within sanitary or storm sewer manholes, sanitary grinder stations, sanitary lift stations/wet wells, water distribution underground vault chambers, trenches and large diameter storm outfall structures as well as perform work from elevated locations on mezzanines or roof tops of these facilities.

Personnel currently utilize air quality monitors, fall arrest/retrieval equipment consisting of Davit arms and tripods equipped with Self Retracting Lifelines and receive both external and in-house training surrounding the use of this equipment following documented procedures.

Although Utilities does have a Confined Space Code of Practice and Entry Permit process, it was prepared in 2009, it is anticipated that there may be gaps specific to the current Alberta Occupational Health and Safety minimum requirements surrounding:

- Reasons for entering the space – lists type of work tasks to be carried out
- Types of confined spaces
- Legislation changes to include restricted access spaces – which has not been included
- There is nothing written into the code regarding required worker training
- Process for protection for hazardous substances and energy within spaces (engulfment, mechanical energy, falling objects etc.)
- Processes for ventilation and/or purging
- Written responsibilities for the tending worker

1. Scope

- a) Firm representatives will conduct a site visit to various St. Albert Utilities Confined Spaces (Unique and Typical, including possible trenching applications as per the Facilities listing).
- b) Observations of the confined space entry procedure.
- c) A review of the existing Confined Space Permit and actual use of Permit
- d) A review of the rescue capabilities and procedures
- e) A review of the Confined Space Entry Code of Practice and Procedures
- f) A review of current confined space training program for suitability and content
- g) A review of the current training and maintenance program for gas detection instruments
- h) A review of the current equipment maintenance program
- i) Identification of locations requiring fall protection
- j) Identification of current fall protection not meeting legislated standards
- k) Recommendations for potential fall protection solutions
- l) Conduct informal meetings with supervisors, workers and contractors as required and necessary
- m) Review existing drawings supplied by the City as required and if available
- n) Preparation of audit reports

- o) Review the report's content with the City representatives and make all necessary changes as may be required
- p) Produce a final draft of the report for the City
- q) Provide reasonable recommendations and solutions as identified in the audit report as required by the City
- r) Assist the City in prioritizing the work necessary to correct noted deficiencies

2. Facilities

- a) The following are water pumping/vault stations to be considered with the scope of work:

i) Lacombe Pump-station	139 Larose Drive
ii) Oakmont Pump-station	35 Oak Vista Drive
iii) Sturgeon Pump-station	35 Sunset Blvd
iv) Tache PRV	6 Tache Street
v) SWC PRV	27 Sir Winston Churchill Ave

- b) The following are wastewater pumping stations (either a wet/dry well chamber) and other manhole type confined spaces to be considered with the scope of work:

i) Deer Ridge	196 Deer Ridge Drive
ii) Fire Hall 1	20 Sir Winston Churchill
iii) Gate	12 Gate Avenue
iv) Oakmont	24 Otter Crescent
v) Riel	17 Riel Drive
vi) Riel (seasonal)	47 Riel Drive
vii) Rivercrest	500 Rivercrest Crescent
viii) Twilight	1 Sturgeon Road
ix) Erin Ridge	Located between 2 Erin Close and 41 Embassy Pl.
x) Mission Grinder Str.	33 Morgan Crescent
xi) Platform Manhole	52 Otter Crescent
xii) Standard Manhole	7 Chevigny Street
xiii) Excavation	7 Chevigny Street (Shoring Equipment - Site TBD)
xiv) City Hall OGI Manhole	5 St. Anne Street
xv) Typical OGI Manhole	133 Erin Ridge Drive

3. Project Understanding

- a) Additional services as requested would be conducted for an additional fee and the schedule would be changed as is reasonably necessary to allow for the changes in the Scope of Work.
- b) All information and services to be provided in compliance with the following:
 - i) *The Alberta Occupational Health and Safety Code, 2009 - Part 5, Confined Space*
 - ii) *The Alberta Occupational Health and Safety Code, 2009 - Part 7, Emergency Preparedness*
 - iii) *The Alberta Occupational Health and Safety Code, 2009 - Part 9, Fall Protection*
 - iv) *CSA Z1006-16 "Management of work in confined spaces"*
 - v) Good Industry Practices

3. Development of Fees

- a) The following shall be considered in the development of the fees for the services to be provided:
 - i) The City will provide all necessary structural drawings of the facility locations as may be deemed necessary by the selected firm if available
 - ii) The selected firm will be provided full access to all areas on and within the facility
 - iii) The City will provide an escort throughout the assessment phase and any site-specific equipment required by the City of St. Albert (i.e. gas monitors, man watch, etc.) for use by the selected firm
 - iv) The work will be carried out during regular working hours Monday through Friday (7:00 am – 3:30 pm)

4. Submissions

- a) Please submit quotations subject to the timelines noted below to Brian Brost, Manager of Utilities via email to: bbrost@stalbert.ca including the following details:
 - i) Provide brief overview of firm/designated team qualifications and experience in performing related work
 - ii) Provide brief overview/contact information (references for consideration) of 2 (two) comparable projects conducted by the firm/designated team
 - iii) Provide a lump sum fee for all noted work as described above including all applicable mobilization and disbursements
 - iv) Note any additional fees &/or value added project deliverables for consideration
 - v) If selected, and prior to commencement of work a St. Albert Business License shall be attained <https://stalbert.ca/dev/business/stalbert/licensing/>
 - vi) The City of St. Albert reserves the right to reject any and all quotations and the lowest price may not necessarily be accepted.

5. Timelines

- a) The quotation process is anticipated as follows:

Deadline for Questions:	2:00:00 p.m., May 27 th , 2017
Quotation Submission Deadline:	2:00:00 p.m. May 4th, 2017
Interviews/Presentations (if necessary):	Week of May 8 th , 2017
Notification of Project Award:	Week of May 15 th , 2017
Anticipated Date of Project Completion:	June 15 th , 2017