

Calgary



Calgary Construction Site Guide

**A guide to roles, responsibilities
and legislation governing construction
and demolition in Calgary**

DECEMBER 2016

A practical guide for those engaged in construction activities in Calgary and the reciprocal responsibilities of members of the public.

This booklet has been produced for the benefit of all industry stakeholders and members of the public, with the goal of continuing to build strong working relationships and dynamic communities.

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1.0 Introduction

Construction activities are considered fundamental to the creation, maintenance and revitalization of new and established communities within Calgary. However, these same activities can be at times disruptive to those who live nearby, having an effect on the public use and enjoyment of the neighbourhoods. Further, if not properly managed, construction activities can also become unsafe.

Well-managed construction sites are inherently safer than poorly managed sites. The owners and contractors of well-managed sites tend to make a concerted effort to comply with all legislation governing construction and demolition sites in Calgary.

These same owners and contractors take pride in addressing the concerns of the community and of nearby residents, as part of the construction process.

The intent of this guide is to encourage and enable exemplary construction and demolition site management practices that comply with all related legislation, regulations, standards and City bylaws. Adherence to the guide principles will help ensure that the public expectations for the use and enjoyment of their properties are met and that the safety and well-being of the public and the adjacent properties are maintained.

2.0 Use and application of the guide

This guide has been created as a resource for owners, contractors and community members to refer to in resolving concerns and issues throughout the lifespan of a construction, renovation or demolition project within Calgary.

The guide is intended to clarify roles and responsibilities and identify which activities are governed by legislation and which are considered to be a best practice. Compliance with legislated requirements is mandatory, and this guide is intended to enhance, the awareness and ability of owners and contractors to comply with the legislation, regulations, standards and City bylaws that govern construction activities in Calgary.

The Coordinated Safety Response Team (CSRT) provides a coordinated approach to identifying potentially unsafe conditions within Calgary and conducts comprehensive joint reviews, inspections and investigations of these sites. This ensures an increased level of life safety and health for Calgarians.

The City of Calgary has formed the CSRT to manage urgent and ongoing issues affecting the community. Those having complete care and control of the activities on site have the responsibility to manage the sites and address community concerns directly. However, if an owner or contractor is unable or unwilling to address site issues, the community is requested to contact the CSRT to respond accordingly. For the purpose of responding to

the majority of site issues, the response team will primarily consist of Building Regulations and Animal & Bylaw Services. It is anticipated that, depending on the site conditions, other business units or outside agencies will be requested to attend, advise and enforce the applicable legislation.

Use of the Calgary Construction Site Guide does not exempt owners or contractors from their responsibilities under applicable legislation. **In case of inconsistency between this guide and legislation, the legislation will always prevail.**

It is anticipated that the majority of calls would be directed to 311, to ensure a prompt response to the concern. Owners, contractors, workers, community members and neighbours are directed to call 9-1-1 for emergency situations.

3.0 Defined terms

Authority Having Jurisdiction: exercising authority in accordance with the *Safety Codes Act*.

Building: any structure used or intended for supporting or sheltering any use or occupancy.

Construction: includes alteration, installation, repair, relocation, demolition and removal.

Constructor (contractor): a person or organization that does or undertakes to do, either for the person's or organization's own use or benefit or for that of another, whether or not for the purposes of gain, any process or activity to which the *Safety Codes Act* applies.

Owner: a person who

- (a) Controls the property under consideration.
- (b) Holds him/herself out as the person having the powers and authority of ownership or who, for the time being, exercises the powers and authority of ownership.
- (c) Is registered under provincial legislation as the owner of a freehold estate in possession of land.
- (d) Has purchased or otherwise acquired land, whether they have purchased or otherwise acquired the land directly from a previous owner or from another purchaser, and have not yet registered their ownership.

Permit: permission or authorization in writing to commence the use, occupancy, relocation, construction or demolition of any building.

Safety codes officers: individuals who are certified in any number of disciplines and are designated as a safety codes officer under Section 31 of the *Alberta Safety Codes Act*.

Street: any highway, road, boulevard, square or other improved thoroughfare nine metres or more in width, that has been dedicated or deeded for public use and is accessible to fire department vehicles and equipment.

Unsafe condition: any condition that, in the opinion of the Authority Having Jurisdiction, could endanger the life, limb or health of any person authorized or expected to be on or about the premises.

4.0 Application of occupational health and safety legislation

In general terms, Alberta's Occupational Health and Safety (OH&S) system governs the health and safety of workers on the worksite. The OH&S Act makes the employer responsible for establishing and maintaining a system or process that ensures compliance with the OH&S Act, Regulation and Code. The employer is required to monitor activities at the worksite to ensure that the health and safety system on the worksite is functioning properly. Under OH&S legislation, the employer is expected to intervene immediately to correct problems and prevent worker injury. The employer is also responsible for ensuring that first aid

services, equipment and supplies required by the OH&S Code are available at the worksite.

When a work site has two or more employees, a prime contractor is required. The prime contractor is responsible for coordinating the overall health and safety at a worksite.

Subsection 2(1) of the OH&S Code extends the scope of the prime contractor's responsibilities in cases where equipment is installed by or on behalf of the prime contractor. In such cases, the OH&S Code requirements that have to do with the design, construction, erection or installation of that equipment apply to the prime contractor, as if the prime contractor were an

employer. Subsection 2(1) most often applies in situations where a prime contractor erects or installs equipment that is shared among multiple employers. Sharing equipment in this way may have safety, logistical and economic advantages. It also avoids confusion as to who is responsible for the initial and ongoing safety of the installed equipment.

Examples of equipment that can be erected by or on behalf of a prime contractor and for which the prime contractor has responsibility under OH&S legislation include:

- toilet facilities
- scaffolds
- guardrails

- garbage and waste disposal
- propane tanks for site heating
- entry and exit ramps
- fall protection anchor
- site fencing

Subsection 2(1) does not require the prime contractor to erect or install this shared equipment. It remains the prime contractor's option to do so. If equipment is installed by or on behalf of the prime contractor, then subsection 2(1) is triggered. The prime contractor must then comply with the requirements (*Occupational Health and Safety Code 2009 Explanation Guide*).

5.0 Application of the *Alberta Safety Codes Act*, the *Building Permit Bylaw* (64M94), the *Alberta Building Code* and the *Alberta Fire Code*

5.1 Application of the *Alberta Safety Codes Act*

The *Alberta Safety Codes Act* is the governing statute for all safety standards and code regulations in nine disciplines:

- amusement rides
- boilers and pressure vessels
- building
- electrical
- elevators
- fire

- gas
- passenger ropeways
- plumbing (including private sewage disposal systems)

The Act applies to the design, manufacture, construction, installation, operation, maintenance and fire protection within all the above mentioned disciplines. As the process to pass or change legislation is quite lengthy, legislation generally contains broad principles. Matters that should be subject to periodic review or change are usually stated as regulations. The *Safety Codes Act* provides

for a variety of regulations to be made. Codes, such as the *Alberta Building Code* and the *Alberta Fire Code* are established as regulations under the Alberta Safety Codes Act. It is the responsibility of the owner and the contractor, who undertake activities governed by the act, to meet the act's requirements.

In terms of monitoring code compliance, the Act provides for municipalities, regional services commissions, corporations and agencies to become accredited for the purpose of administering the *Safety Codes Act*. The City is an accredited municipality.

5.0 Application of the *Alberta Safety Codes Act*, the *Building Permit Bylaw* (64M94), the *Alberta Building Code* and the *Alberta Fire Code*

5.2 The *Calgary Building Permit Bylaw* (64M94)

The *Safety Codes Act* outlines general requirements for *permits* while the *Calgary Building Permit Bylaw* outlines more specific requirements and administrative details for issuing *permits*. Construction work must comply with the Alberta Building Code. A permit is required to use, occupy, relocate, construct or demolish any building or part thereof. A permit is not required for construction where, in the opinion of the Authority Having Jurisdiction, the

construction will not affect the health and safety of the occupants and the estimated construction cost is less than \$5,000.

5.3 The *Alberta Building Code*

The *Alberta Building Code* (ABC) sets out technical provisions for the design and construction of new buildings. It also applies to the alteration, change of use and demolition of existing buildings. The ABC complements the *Alberta Fire Code* (AFC), Division B, Section 5.6, which determines emergency access and Fire Safety Plan

requirements. Part 8 of the ABC and Section 5.6 of Division B of the AFC address safety measures at construction and demolition sites. The ABC, Division C, Article 2.2.14.1 – Safety During Construction, requires that the contractor be responsible for compliance with Part 8 of the ABC. The contractor and owner are fully and equally responsible for safety during construction.

5.4 The *Alberta Fire Code*

The *Alberta Fire Code* (AFC) outlines safety requirements for construction and demolition sites. Review section 5.6 of the code for requirements regarding adjacent buildings protection, fire department site access and the mandatory Fire Safety Plan, which must be reviewed and approved by the Calgary Fire Department.

6.0 Role of the safety codes officer

Safety codes officers (SCOs) monitor compliance with the *Alberta Safety Codes Act* and other relevant legislation. They monitor the building construction industry to ensure a minimum standard of safety is met. This standard is set by the *Alberta Safety Codes Act* and the regulations made under this act. The SCO identifies deficiencies and infractions and takes appropriate action for the correction of the building plans,

construction or service installation. The SCO uses technical knowledge to conduct field inspections for compliance and enforcement of the act, code(s) and permit bylaw. For issues not directly related to the *Safety Codes Act*, the SCO will work with the appropriate City business unit or external agency (e.g. Calgary Animal & Bylaw Services, OH&S).

7.0 Application of the *Community Standards Bylaw* (5M2004)

The *Community Standards Bylaw* was created to set a minimum standard for neighbourhoods, to help address safety, cleanliness and health issues. The bylaw addresses:

- site cleanliness, weed and garbage control on properties
- securing of vacant buildings prior to demolition
- noise control
- wind-blown debris (e.g. dust, paint, siding, etc.)

The bylaw assigns the owner of the property as being responsible for all activities on the property.

8.0 Construction site hoarding

Increased development in the downtown and inner city has led to higher demand for use of public street space, such as sidewalks, boulevards and roadways, to facilitate construction. All construction sites must meet the safety measures outlined in Part 8 of the *Alberta Building Code* and provide require fencing or screening, as part of the building permit application.

As pedestrian flow is vital to downtown and neighbourhood vibrancy and operations, The City of Calgary Roads hoarding policies, fees and fines are intended to improve pedestrian mobility, provide effective hoarding solutions and visually enhance construction sites in Calgary. Where required, hoarding provisions

must be maintained at all times for the safe passage of pedestrians in and around construction sites. To add to Calgary's visual appeal, The City is encouraging an enhanced screening initiative for hoarding applications and offers incentives for this option.

The Community Boardworx Project unites local artists with youth from the Boys and Girls Clubs of Calgary and Youth Probation to create artwork that enhances construction sites in the city. Hoarding fees are reduced by 25 per cent for participants, with a maximum of one year at the discounted rate.

For more information regarding construction site hoarding requirements refer to Subsection 8.2.1. of the *Alberta Building Code*.

9.0 On-site Construction Safety Best Practices (2nd edition)

The Calgary On-Site Construction Safety Committee is an initiative between the Calgary Construction Association (CCA), The City and Occupational Health & Safety that was formed in 2009, as a result of concern over construction safety incidents. The committee developed the On-site Construction Safety Best Practices booklet to give owners and contractors guidance on the various hazards and conditions at, and adjacent to, construction sites. It focuses on best practices to mitigate four activities known to pose hazards:

- 1) Hoarding construction/demolition sites.
- 2) Managing vehicle and pedestrian traffic adjacent to construction sites.
- 3) Lifting and hoisting operations.
- 4) Securing construction materials and equipment on-site.

The booklet is available online and at the offices of the CCA and at The City's Planning Services Centre, on the third floor of the Calgary Municipal Building. Please review the best practices prior to undertaking construction activities.

10.0 ***Building Maintenance Bylaw*** (33M2016)

The *Building Maintenance Bylaw* protects public safety, preventing potentially hazardous situations by requiring the exterior of Calgary buildings to be visually assessed every five years.

The bylaw applies to buildings that are five storeys or higher and 10 years and older. It requires building owners to complete a visual assessment on exterior walls, roofs and exterior fixtures every five years and resolve issues that require attention.

Building owners will be advised by mail when they are required to have a Building Exterior Visual Assessment (BEVA) completed in the following year. After the initial visual assessment is completed, each building will

have a visual assessment that is less than five years old. The owner is obligated to retain all of the assessments for the life of the building.

City of Calgary safety codes officers will review a random sampling of the visual assessments using an audit process. The City may make further inquiries about any building, regardless of the results recorded in the visual assessment.

For more information, visit calgary.ca/buildingmaintenancebylaw.

11.0 Responsibility for compliance and safety during construction

The building owner is responsible for carrying out the construction or having the construction carried out in accordance with the *Safety Codes Act* requirements and regulations, the *Alberta Building Code*, and the permit. ***Alberta Building Code, Div C. Sentence 2.2.10.9.(1)***

The owner must ensure that all activities that take place on the site meet the requirements of the *Alberta Building Code*, or the permit. ***Alberta Building Code, Div C. Sentence 2.2.10.9.(2)***

For more detail regarding responsibility for compliance, refer to ***Alberta Building Code, Div. C, Article 2.2.10.9.***

The contractor and owner are fully and equally responsible for safety during construction. ***Alberta Building Code, Div. C, Sentence 2.2.14.1.(2)***

11.1 Requirements and best practices

The Guide

Public safety adjacent to the site

Public Protection Site Safety Plan

Requirement

As of May 1, 2012, it is mandatory to provide a Public Protection Site Safety Plan for construction, demolition or major alterations of the facade on buildings five storeys or greater within Calgary or designated as a high building as per Article 3.2.6, Div B. of the *Alberta Building Code*.

Alberta Building Code, Div C. sentence 2.2.2.1.(1)

Public Protection Site Safety Plan resources:

- Advisory bulletins at calgary.ca/buildingregulations
- Additional information calgary.ca/constructionsafety

Best practice

Watch our [video](#): which gives an interactive example of a public protection site safety plan. Visit calgary.ca/constructionsafety, and select the Public Site Safety Plan link.

Public safety adjacent to the site

Advanced Weather Forecasting System (AWFS)

Requirement

As of Jan. 1, 2012 it is mandatory for any contractor building a structure five storeys or taller, within the downtown core or the Beltline district, to have access to an AWFS.

Best practice

More information regarding access to an AWFS is available at calgary.ca/constructionsafety.

Public protection during demolition

Requirement

Measures must be taken during demolition to protect the public, in conformance with Section 5.6 of Div B of the Alberta Fire Code 2014.

Best practice

Prior to demolition, notify adjacent property owners and the community association. You should describe the nature of the project, the start date, the estimated completion date and contact information for a site liaison.

Precautions must be taken to ensure that no person is exposed to undue risk.

Alberta Building Code Div B, article 8.1.2.2

11.1 Requirements and best practice

Public safety adjacent to the site

Fencing

Requirement

Install strongly constructed fencing, boarding or barricades, not less than 1.8 metres high, between the site and the public way, which prevents or discourages public access into the construction site. Installed fencing, boarding or barricades are to remain until demolition and construction activities are completed.

Street Bylaw, section 46 – subsection 20(3)(a)

Alberta Building Code, Div B. article 8.2.1.3

Current construction site fencing practices must be reviewed by owners and contractors to comply with the 2014 *Alberta Building Code*.

Where the public is expected to be present, the requirements for protective fencing apply.

Best practice

More information regarding construction site fencing is available at calgary.ca/buildingregulations.

Contact The City's Roads at 311 for options and incentives to enhance hoarding through the Community Boardworx Project.

Fencing	
Requirement	Best practice
<p>Access openings through barricades must be equipped with gates and kept closed and locked when the site is unattended.</p> <p><i>Alberta Building Code, Div B. article 8.2.1.3(3)</i></p>	
Special hazard	
Requirement	Best practice
<p>Where special hazards exist from which it is not possible to protect the public by any other means, persons shall be employed to prevent the public from entering the danger zone at any time of the day or night.</p> <p><i>Alberta Building Code, Div B. article 8.2.1.4</i></p>	

11.1 Requirements and best practice

Public safety adjacent to the site

Sidewalk maintenance

Requirement	Best practice
Keep sidewalks adjacent to construction sites clear of obstructions. <i>Alberta Building Code, Div B. article 8.2.3.1., Community Standards Bylaw</i>	
Maintain publicly accessible and safe sidewalks. <i>Street Bylaw sections 67–69, Alberta Building Code, Div B. article 8.2.3.1.</i>	

Pedestrian safety	
Requirement	Best practice
<p>Constructed covered ways must be free of tripping hazards and kept in a clean, well-lighted condition.</p> <p><i>Alberta Building Code, Div B. article 8.2.1.2.</i></p>	
<p>Ensure that no obstructions block the vision of pedestrian signals or other traffic control devices.</p> <p><i>Street Bylaw section 22</i> <i>Traffic Bylaw section 54</i></p>	
Lifting and hoisting operations	
Requirement	Best practice
<p>If an operation constitutes a hazard from which the public cannot be protected by barricades, covered ways or similar means, it must not be carried out until the street or other public way is closed, i.e. hoisting of major components onto a tall building.</p> <p><i>Alberta Building Code, Div B. article 8.2.3.2.</i></p>	<p>To report unsafe conditions at any construction site that endanger the public, contact 311.</p> <p><i>On-Site Construction Safety Best Practices (2nd Edition) p. 20-31</i></p>

11.1 Requirements and best practice

Public safety adjacent to the site

Secure construction and demolition materials

Requirement	Best practice
Ensure construction and demolition materials are secured from falling or being windblown from the site. Street Bylaw section 18 Alberta Building Code, Div B. article 8.2.5.1.	To report unsafe conditions that involve immediate, serious danger to persons or property at any construction site, contact 9-1-1. On-Site Construction Safety Best Practices (2nd Edition) p. 32-34
Frequency of safety inspections	
Requirement	Best practice
	Ensure regular inspections as required. On-Site Construction Safety Best Practices (2nd Edition) p. 18

Fire safety at construction and demolition sites

Requirement	Best practice
Fire safety at construction and demolition sites must conform to Section 5.6 of Division B of the <i>Alberta Fire Code</i> 2014. <i>Alberta Fire Code, Div B, section 5.6</i>	
Buildings, or parts of buildings, undergoing construction or demolition are required to have a fire safety plan. <i>Alberta Fire Code, Div B, article 5.6.1.3</i>	

11.1 Requirements and best practice

Protection of property adjacent to the site	
Requirement	Best practice
<p>If the stability of adjoining buildings may be endangered by the work of excavating, adequate underpinning, shoring and bracing must be provided to prevent:</p> <ul style="list-style-type: none">(a) Damage to, or movement of, any part of the adjoining building.(b) Hazard to the public. <p><i>Alberta Building Code, Div B, article 8.2.2.2</i></p>	
<p>Excavations in streets or public property must be adequately barricaded and will have warning signs or lights installed on each section of the barricades. Authorization in writing and performance security is also required from Calgary Roads.</p> <p><i>Alberta Building Code, Div B, article 8.2.3.3</i></p> <p><i>Street Bylaw sections 37, 37.1, 38, 39</i></p>	

Requirement	Best practice
<p>Excavations adjacent to streets or public property must have adequate shoring on the sides of the excavation to prevent any damage. Anchoring and tie-back systems, that encroach into the street, must obtain authorization in the form of an indemnification agreement. Securities for the shoring system to secure the performance of the excavation may be required.</p> <p><i>Street Bylaw sections 46, 47</i></p>	
<p>Excavations shall be kept reasonably clear of water at all times.</p> <p><i>Alberta Building Code, Div B. article 8.2.2.1</i></p>	

11.1 Requirements and best practice

Protection of property adjacent to the site	
Responsibility for damage	
Requirement	Best practice
The owner is responsible for the repair of any damage to public property that may occur as a result of undertaking work regulated by the <i>Alberta Building Code</i> . <i>Alberta Building Code, Div C. sentence 2.2.14.2.(1)</i>	
The owner must ensure that work undertaken does not damage or create a hazard to adjacent properties. <i>Alberta Building Code, Div C. sentence 2.2.14.2.(2)</i>	
Install tree protection barriers on public trees to prevent access and potential damage. <i>Street Bylaw sections 21, 23</i>	Protect trees on neighbouring private properties from damage.
Restore damaged public property to a safe condition. <i>Alberta Building Code, Div B. sentence 8.2.3.4.(1)</i>	

Responsibility for damage	
Requirement	Best practice
<p>The registered owner of the private property under construction is responsible for:</p> <ul style="list-style-type: none"> • The replacement of shrubs and trees located on public property damaged during construction. • Rehabilitating the sidewalk, curb and gutter, existing driveway and boulevard. <p><i>Street Bylaw section 32</i></p>	
	Respond quickly to incidents of damage (or the potential for damage) to neighbouring property.
	Ensure workers do not trespass on neighbouring private property without a pre-arranged, written agreement with the property owner.

11.1 Requirements and best practice

Noise, dust, drainage and lighting control	
Noise	
Requirement	Best practice
Noisy activity is not to take place between 10 p.m. – 7 a.m. Monday through Saturday 10 p.m. – 9 a.m. Sundays and statutory holidays <i>Community Standards part 9</i>	Applications for early start times are managed by Bylaw Services (contact 311), and approvals should be circulated to neighbouring property owners.
Responsibility regarding dust and debris	
Requirement	Best practice
Ensure sidewalks, roads and boulevards are maintained free of debris. <i>Community Standards subsection 10-44(1)</i>	
Ensure airborne dust or debris does not leave the site. <i>Community Standards section 10-42</i>	

Asbestos	
Requirement	Best practice
Asbestos abatement requirements are located in the <i>Occupational Health and Safety (OH&S) Code</i> , administered by Occupational Health and Safety, Alberta Labour. Occupational Health and Safety legislation requires anyone beginning an asbestos project to notify Workplace Health and Safety at least 72 hours before work starts.	Notify adjacent neighbours prior to work start-up. Always call Alberta One Call before you dig: 1-800-242-3447. For more information or to submit a locate request, visit Alberta One-Call .
In buildings to be renovated or demolished, materials having the potential for releasing asbestos fibres must be removed prior to renovation or demolition. Standata 06-BCB-006	

11.1 Requirements and best practice

Noise, dust, drainage and lighting control	
Surface drainage	
Requirement	Best practice
Ensure surface drainage does not enter adjacent properties. <i>Community Standards section 10-41</i>	
Outdoor light	
Requirement	Best practice
Outdoor light is not to shine into windows of adjacent dwellings. <i>Community Standards section 10-43</i>	
Site cleanliness	
Construction material storage	
Requirement	Best practice
Construction materials stored and covered neatly. <i>Community Standards section 4-10</i>	

Weeds	
Requirement	Best practice
<p>The site must be maintained free of weeds.</p> <p>Community Standards part 11</p>	
Waste management	
Requirement	Best practice
<p>Waste material must be removed as quickly as possible by means of:</p> <ul style="list-style-type: none"> (a) Appropriate containers. (b) An enclosed shaft or chute. (c) A hoisting apparatus, if large pieces or objects are involved. <p>Community Standards section 4-8 Alberta Building Code, Div B. article 8.2.5.2.</p>	

11.1 Requirements and best practice

Site cleanliness

Waste management

Requirement

Enclosures for waste material must be arranged to prevent waste material from being projected beyond the confines of the enclosure and must not be accessible by the public.

Alberta Building Code, Div B. article 8.2.5.3

Best practice

Obtain written permission prior to inspecting neighbouring private properties for debris.

Surface Water

Requirement

Surface water must not accumulate.

Community Standards part 13

Best practice

Vehicle parking

Requirement	Best practice
Ensure temporary construction vehicle parking occurs only at pre-approved locations. Street Bylaw clauses 20(1), 25(b, e)	Remove any vehicle parked in an unapproved location within 30 minutes of complaint.
Ensure workers and visitors park their vehicles in designated locations only. Street Bylaw subsections 20(1), 25(b, e)	
	Provide written notice to workers describing designated parking locations and hours of use.
	Take financial responsibility for any physical damage that occurs due to vehicle parking in non-designated locations.

11.1 Requirements and best practice

Community or neighbourhood liaison

Requirement	Best practice
	Appoint a liaison whose primary responsibility is to respond to concerns that arise at the construction or demolition site, for as long as the site remains active or suspended.
	Provide company contact information on-site (see site signage). Contact information should clearly identify company information, phone numbers and email. Concerned citizens, should be able to voice their concerns by voicemail and/or email.
	Prior to starting the project, provide written notification to immediately adjacent property owners and the community association. Notification should describe the nature of the project, the start date, the estimated completion date and contact information for the site liaison.

Community or neighbourhood liaison

Requirement	Best practice
	Provide written notification to each immediately adjacent property owner (not less than 24 hours) in advance of undertaking activity that produces unusual noise, ground vibrations or disruption to pedestrian or traffic flow. Notification should describe the nature of the project, the start date, the estimated completion date and contact information for the site liaison.
	Advise community members that they are not to block access or egress to an active construction site with their vehicles.
	Advise community members that they are not to park in a contractor's pre-approved parking location for construction site workers.

11.1 Requirements and best practice

Documentation	
Requirement	Best practice
Maintain copies, on-site, of all permits or approvals issued by The City or other authorities including the Public Protection Site Safety Plan (if required). <i>Building Permit Bylaw section 24. w</i>	
	Maintain, on-site, dated copies of all notices issued to workers on-site and to adjacent property owners.
A Fire Safety Plan must be available on-site and kept up to date throughout construction.	

Site signage

Requirement	Best practice
<p>For sites that require security fencing, the owner/contractor will post an information sign on the site where a new building or demolition permit is issued. The sign must be legible and include a clearly identifiable company name, phone numbers and email of those in care and control of the construction site.</p> <p>For those owners/contractors who do not have an acceptable sign readily available, Building Regulations will provide a sign that is issued with the building permit, to be filled in by the owner/contractor.</p> <p><i>Building Permit Bylaw section 22</i></p>	<p>Appoint a community or neighbourhood liaison and include their contact information on the signage.</p>

11.1 Requirements and best practice

Responsibilities of members of the public	
Requirement	Best practice
The general public must respect and abide by temporary traffic controls allowed by City of Calgary permits that result from construction and maintenance operations.	
Unauthorized personnel must not tamper with or trespass on to construction sites.	
	Address questions or concerns about construction site management with the owner, contractor or construction site liaison identified on the site signage. Should the owner or contractor be unable or unwilling to address the concerns, contact The City's Co-ordinated Safety Response Team (CSRT) at 311.
	To report unsafe conditions at any construction site that endanger the public, contact 311.

Responsibilities of members of the public

Requirement	Best practice
	To report unsafe conditions that involve immediate serious danger to persons or property at any construction site, contact 9-1-1.
	Participate in the planning process and become involved in local community association planning committees. <i>Community Guide to the Planning Process</i>
	Respect the needs of construction workers and be tolerant of reasonable inconveniences caused by the construction process.

11.1 Requirements and best practice

Emergency work	
Requirement	Best practice
<p>All necessary measures must be taken to ensure the safety of public, adjacent property owners, workers on the site and City infrastructure.</p> <p><i>Alberta Building Code, Div B. Articles 8.1.2.2., 8.2.2.2., sentence 8.2.3.4.(1)</i></p> <p><i>Occupational Health and Safety Act s.2</i></p> <p><i>Municipal Government Act subsection 546(1)</i></p>	
	Co-ordinate emergency work with the CSRT.
	Record details of emergency incidents and remedial actions in the site log book for review by the Authority Having Jurisdiction.

References

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Legislation available online

Online versions of the legislation are available; however, they are intended for reference purposes only. Certified copies are available — contact the Office of the City Clerk for Municipal Bylaws or Alberta Queen's Printer for Provincial Legislation, as legislation is subject to amendment. Consult original documents whenever possible.

