

**Barkerville Snow Removal - Roofs**  
**Winter 2017-2018**  
**Request for Proposal**



**BRITISH COLUMBIA'S GOLD RUSH TOWN**

**BARKERVILLE**  
**HERITAGE TRUST**

**CLOSING DATE:**  
**Wednesday, January 17, 2018**  
**at 11:30 AM, PST**

**Barkerville Snow Removal - Roofs  
Winter 2017-2018  
Request for Proposal (RFP)**

**Information to Proponents**

The Barkerville Heritage Trust is requesting proposals for snow removal from roofs at Barkerville Historic Town.

**All proponent questions will be answered by email and sent to all those bidding so that all may benefit from the answers.** All questions may be submitted by email to:

**To:** Lynn Berlin  
Manager of Operations, Heritage Projects and Trades  
250-994-3332 Ext 36  
**Email:** [Lynn.berlin@barkerville.ca](mailto:Lynn.berlin@barkerville.ca)

**CLOSING DATE: Wednesday, January 17, 2018 at 11:30 AM, PST**

Barkerville Historic Town is located 80 km east of Quesnel at the termination of highway 26 East near the small community of Wells, BC. The Barkerville Heritage Trust is seeking a contractor to undertake these works on our behalf.

**\*\*The successful proponent will require an on-site supervisor to lead the ongoing works.**

## Requirements:

*Scope of Work* - See Appendix "A".

### **MANDATORY REQUIREMENTS for the Request for Proposals include:**

1. A **resume/summary of the proponent and supervisor** showing previous work experience, education and other safety certificates relating to the work to be done (where these are two different people).
2. **Requests for proposals must include:**
  - **The cost** for one full initial clearance of snow from all roofs listed in Appendix A, as part of the snow removal contract inclusive of all expenses
  - **The cost** for one full secondary clearance of snow from all roofs listed in Appendix A, as part of the snow removal contract inclusive of all expenses
  - A **General Plan describing the methods** you will be using for snow removal from the various buildings and **how you will accomplish** this with safety being the priority.
    - Provide a detailed description of the methods you will use to complete the work.
    - Provide a detailed description as to how and what you will do to meet WCB safety regulations on a daily basis.
  - A maximum response time for a non-emergency service call to clear roofs
  - A maximum response time for an emergency service call to clear roofs
  - A maximum allotted time for completion of all the work noted in **Appendix A "Scope of Work"** for the initial clearance of snow from roofs.
  - **Identification of who is to be the supervisor/lead hand** that will be on site during snow removal from roofs

### **Contract Requirements:**

- ***Prior to signing of a contract ( if a contract is in fact awarded), the successful proponent will be required to provide:***
  - Proof of **2 Million Dollars of Public General Liability Insurance** Indicating 'The Barkerville Heritage Trust' as an additional Insured Party, including proof of **2 million on any vehicles** used on site,
  - A **Workman's Compensation Board (WCB) clearance letter in good standing** or proof of WCB insurance in good standing,
  - Proof of **"Fall Protection" certification and training** for all workers to be on site clearing roofs,
  - Proof of **WCB First Aid Certification with a Transportation Endorsement** for at least one worker that will be on site while your crew is working on roofs, and
- **The Contractor shall be responsible for** determining and abiding by the ***Written Site Specific Fall Protection Plans***, for all buildings 25ft or greater in height. Barkerville will provide examples for your use but the Barkerville Heritage Trust shall not be held responsible for their content or usage. The contractor will be responsible for the review and any changes to these plans with their workers and must use the *Worker sign-off sheet*

which is page 4 of 4 of these “*Written Site Specific Fall Protection Plans*”. The Contractor shall provide any changes to the “*Written Site Specific Fall Protection Plans*” and procedures to the Barkerville Heritage Trust prior to implementing the new *Plan*.

- See **Appendix D for an example & Appendix E for Barkerville Heritage Trust’s plan examples** (these will be available for viewing if requested).
- The Contractor shall meet all Workman’s Compensation Board (WCB) and Occupational, Health and Safety (OHS) regulations as identified in Part 2.1 of the OHS Regulations and Part 3 of the Worker’s Compensation Act.
- The Contractor will be responsible for all fall protection gear and anchorage to be used.  
\*\*\* **REVIEW the OHS Regulations: *Part 11 Fall Protection*** found at <http://www2.worksafebc.com/Publications/OHSRegulation/Part11.asp> and  
\*\*\* **REVIEW and use the Toolbox Meeting Guides for *Fall Protection*** found at <http://www2.worksafebc.com/Portals/Construction/ToolboxMeetingGuides-Topic.asp?ReportID=34362>
- Snow removal will be at the contractor’s expense and to the satisfaction of the Barkerville Heritage Trust. **This includes removal of snow that is piled onto the boardwalks and decks that came from the snow removed from the roofs.**
- The contractors shall notify Barkerville Heritage Trust at least two days in advance, of any windows that need to be covered to prevent snow damage.
- Barkerville will require that the Contractor start the initial snow removal from roofs upon **2ft of snow on the roofs** or sooner if requested by The Barkerville Heritage Trust.
- **Barkerville Heritage Trust reserves the right** to limit snow removal to the full initial clearance and will notify the Contractor as to **when and if** a secondary snow removal from roofs shall be done; and as to whether or not it is a full or partial clearance.
- **The Contractor shall NOT work in the dark due to safety concerns for the workers.**

\*\*\*\* *Proponents should refer to and familiarize themselves with the evaluation criteria set out in Appendix C (the “Evaluation Criteria”), and should ensure that they **fully respond to all of the Evaluation Criteria.***

## ***Terms and Conditions***

### **Acceptance of Proposals**

This Request for Proposals is not an agreement to purchase goods or services. All necessary paper work must be submitted with the proposal. The Barkerville Heritage Trust (“BHT”) will be under no obligation to receive further information, whether written or oral, from any Proponent.

### **Privilege Clause**

By submitting a proposal, each Proponent acknowledges and agrees that BHT shall have the right to reject any and all proposals for any reason, or to accept any proposal which BHT in its sole unfettered discretion deems most advantageous to itself. BHT is under no obligation to award a contract to any proponent. The lowest, or any, proposal, will not necessarily be accepted, and BHT shall have the unfettered right to: (i) accept a proposal which is not the lowest priced proposal; and (ii) reject a proposal which is the lowest priced proposal, even if it is the only proposal received.

## **Discretion Clause**

BHT shall assess proposals in light of the Evaluation Criteria. Notwithstanding this obligation, by submitting a proposal, each proponent acknowledges that in assessing proposals and reaching its decision to award a Contract, BHT may rely upon any criteria and information which BHT deems relevant, which BHT may obtain from third parties or otherwise, even though such criteria or information may not have been disclosed to the proponent.

## **Definition of Contract**

Notice in writing to a Proponent that it has been identified as the successful Proponent and the subsequent full execution of a written Contract will constitute a Contract for the goods or services, and no Proponent will acquire any legal or equitable rights or privileges relative to the goods or services until the occurrence of both such events.

## **Contract**

By submission of a proposal, a proponent agrees that should its proposal be identified as the successful proposal, the Proponent will enter into a Contract with BHT to provide the goods and services at the price set out in the proposal and on the terms required by this Request for Proposals, with such modifications as BHT, acting reasonably, may require.

## **Liability for Errors**

While BHT has attempted to ensure the information in this Request for Proposals is accurate, the information contained in this Request for Proposals is supplied solely as a guideline for proponents. The information is not guaranteed or warranted to be accurate by BHT, nor is it necessarily comprehensive or exhaustive. Nothing in this Request for Proposals is intended to relieve proponents from forming their own opinions and conclusions with respect to the matters addressed in this Request for Proposals.

BHT expressly denies any duty of care to any proponent and by submitting a proposal, each proponent acknowledges BHT's rights under the privilege and discretion clauses and absolutely waives any right, or cause of action against BHT, its employees, agents, directors, and affiliates, by reason of BHT's failure to accept the proposal submitted by the proponent, whether such right or cause of action arises in contract, negligence, or otherwise.

Without limiting the generality of the foregoing, no proponent shall have any claim for compensation of any kind whatsoever, as a result of participating in this Request for Proposals, and by submitting a proposal each proponent shall be deemed to have agreed that it has no claim against BHT.

## **General: Request for Proposal Requirements**

Only one Proposal is permitted for each proponent.

### **Proposals shall be emailed to:**

- **Email:** [lynn.berlin@barkerville.ca](mailto:lynn.berlin@barkerville.ca) with the
- **Subject:** “Roof Snow Removal”
- **By CLOSING: January 17<sup>th</sup>, 2018 - 11:30 AM** (the email date & time stamp will be used for referencing time the proposal arrived)

### **NOTE:**

- Late proposal submissions will not be considered.
- Proposals that do not satisfy all the mandatory requirements will not be considered.
- A decision will be made as to who the successful proponent is as soon after closing as possible. Start date will likely be as soon as a contract can be executed.

### **For more information contact:**

**Lynn Berlin,**  
Manager of Operations, Heritage Projects & Trades  
14301 Highway 26 East, PO Box #19  
Barkerville, BC V0K 1B0

**Phone:** (250) 994-3332 Ext #36 Lynn Berlin

**Email:** [lynn.berlin@barkerville.ca](mailto:lynn.berlin@barkerville.ca)

## APPENDIX A:

### *Scope of Work*

Roofs in Barkerville consist of cedar shake, cedar shingle, and corrugated and flat galvanized metal. All structures are managed by the Barkerville Heritage Trust (BHT) and will require snow removal over the course of the winter season 2017 – 2018.

**Snow Removal Criteria: \* SEE Barkerville Universal Site Numbering Map in Appendix B.**

**The Contractor will be required to remove snow from the following roofs** in Barkerville and Wells at least once per winter season and possibly twice depending upon weather conditions over the winter based on the priority list below. Low slope porch roofs and upper decks are extra high priority and should be done FIRST.

**List of Snow Removal Priority for buildings and any exceptions are as follows:**

Universal Building No.	Tourist Bldg No.	Name	Description Includes the following:	Priority (1 highest-3 lowest)
***		<b>All Porch roofs, all outhouses, all transformer buildings</b>	ALL upper decks and low slope porch roofs should be done FIRST.	1
16 & 17	47 & 46	Strouss Store & Mason & Daly Store	BETWEEN the two stores as well as the two roofs	1
18	42	Carriage Shed		1
24	26	Goldfield Bakery		1
34	5	Eldorado Gold Panning	North side addition*	1
61	33	St. George Hotel (Saloon)	Porch roofs (extra high priority)	1
91	88	Trapper Dan's Cabin		1
109	111	Baker Stables		1
110	112	Mundorf Stables	North side *	1
112	115	Holt and Burgess Cabinetmakers		1
140	82	Eagle Co. Claim		1
161	6d	Tregillus Garage		1
3	73	Min Yee Tong		1
57	27	Moses' Barbershop		1
84	69	Chee Kung Tong		1
13	54	Cariboo Sentinel		1
73	45	Kelly Store	BETWEEN the Kelly Store & Barkerville Hotel buildings as well as the one roof	1
55 & 56	23 & 25	Todd Store & Wake-Up-Jake Restaurant	BETWEEN the two buildings as well as the two roofs	1
54	23	Wilf Thompson Residence		1
86	72	Lee Chong Co. Museum	North side & front roof	1
144	124	Skid Shack #2	Located behind the King House now.	1
145	109 b	Skid Shack #1		1
23	28	Post Office		2

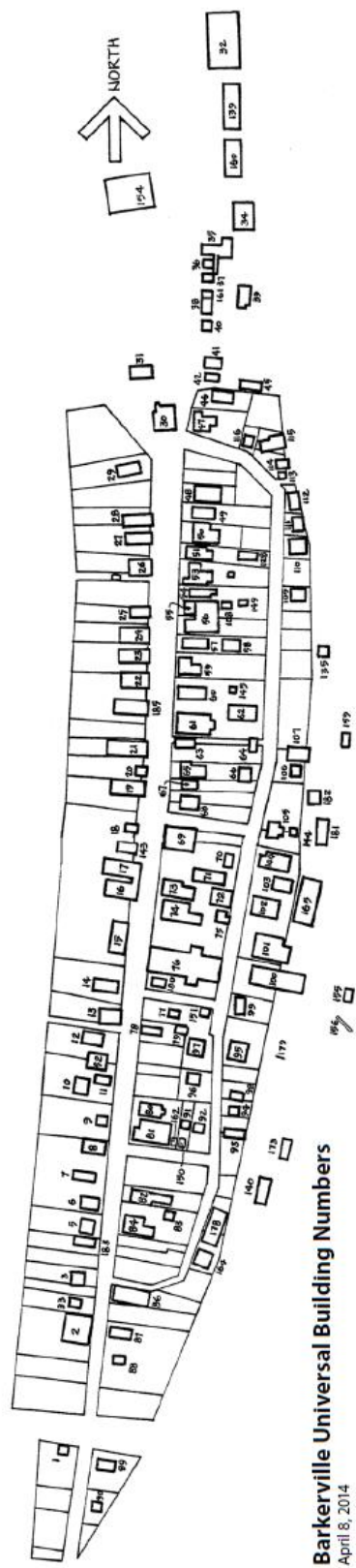
32	1	Administration	Front & Rear Porch roof are high priorities. Main roof to be cleared at valleys.	2
21	35	Cariboo Masonic Lodge #4 (Private)	Upper & Lower Front Facades/Parapets only	2
40	6f	Tregillus Cabin "E"		2
50	17	J. Bowron		2
51	19	McIntryre House		2
84	69	Chee Kung Tong		2
92	87	Chinese Cabin		2
95	93	Hibernia Co. Claim		2
98	90	Old Cement Shed (Beamish Cabin)		2
106	106	Michael's Claim Cabin		2
143	43	MacPherson's Watchmaker's		2
150		Lung Duck Tong Garbage Shed		2
162		Lung Duck Storage Shed		2
155	126	Canadian Mine Co Cabin (across the creek)		2
147		Fire hall		2
173	83	Water Wheel & Flume		2
Wells		Trailer at 2647 Gardner & Panabode		2
West hillside		Water reservoir roof	Note: This may turn into a High Priority #1 if we have 2ft of wet snow.	2 (1)
165	125	Kelly Shop (new carpentry shop)	South side & exhaust roof on north side	3
101	97	Old Machine Shop	North side addition only	3
30	12	St. Saviour's Church	East addition only	3
139	2	Lab		3
189		New Barkerville Building by VRC		
***		<b>PLUS ALL OTHER buildings with the exception of those on the <i>Exception</i> list below.</b>		3
***		<b>North sides of roofs need to be watched for snow that hasn't slid off &amp; may turn into a higher priority for snow removal</b>		
<b>EXCEPTIONS: Not required to remove snow unless directed.</b>				
154	4	Visitors Reception Center		
188		Activities Shelter by VRC (new)		
32	1	Administration	Main roof	
160	3	Storage Building		
100	96	Old Carpentry Shop		
163		Hay barn (Waterous Sawmill)		
181		Lumber rack in compound		
82	67	Halverson House		
117	128	Richfield Courthouse		
21	35	Cariboo Masonic Lodge #4 (Private)	Main roof (the parapet at front is to be done)	
115	118	Morford House (Private)		



# Appendix B: Universal Map of Building Numbers – Barkerville

**NOTE: The Visitors' Map Numbers are in brackets beside the Universal Building Numbers.**

- |   |   |  |   |   |
|---|---|--|---|---|
| 1 (78) Garage #1  | 31 (7) Wesleyan Methodist Church  | 61 (33) St. George Hotel Bed & Breakfast   | 91 (88) Trapper Dan's Cabin                         | 137 n/a Water Tank # 2 (not on map)             |
| 2 (74) Kwong Sang Wing Store                            | 32 (1) Administration Building, Archives & Library                          | 62 (109) Kelly House   | 92 (87) Wong Dan's Cabin                            | 138 n/a Upper Valve House (not on map)          |
| 3 (73) Min Yee Tong Gambling House                      | 33 (73b) Mok Wo Cabin   | 63 (34) Dr. James Dentist Office   | 93 (86) Sheepskin Mining Co. Cabin                  | 139 (2) Conservation/Display Building           |
| 4 (71) Yan War Store                                    | 34 (5) Eldorado Gold Panning & Souvenirs                                    | 64 (108) Barkerville Power & Light Power House (1)   | 94 (89) Anderson Cabin                              | 140 (82) Eagle Claim Cabins                     |
| 5 (70) Wa Lee Store                                     | 35 (6a) Tregillus House   | 65 (36) Louis A. Blanc Photographic Gallery  | 95 (93) Hibernia Co. Claim Building                 | 143 (43) McPherson's Watchmaker's               |
| 6 (66) Kibbee House                                     | 36 (6b) Tregillus Cabin 'A'   | 66 (105) Blair Barn  | 96 (91) Myatovic House (Chinese School)             | 144 (124) Skid Shack #2                         |
| 7 (65) Garage #3  | 37 (6c) Tregillus Cabin 'B'   | 67 (38) Louis Wyldie, Shoemaker  | 97 (92) Ah Cow's Cabin                              | 145 (123) Skid Shack #1                         |
| 8 (65) W. Hill Cabin                                    | 38 (6d) Tregillus Cabin 'C'   | 68 (40) Pioneer Clothing   | 98 (90) Beamish Cabin                               | 146 n/a Shamrock Pump House (not on map)        |
| 9 (64) W. Hill Cabin                                    | 39 (6e) Tregillus Cabin 'D'   | 69 (41) Government Assay Office; J.O. Travailloit, Surveyor; Joseph Parks, Barrister & Solicitor | 99 (95) Lowhee Mining Co. Cabin                     | 147 n/a Fire Hall (not on map)                  |
| 10 (61) Tsang Quon Residence                            | 40 (6f) Tregillus Cabin 'E'   | 70 (101) Kelly Woodshed  | 100 (96) Lowhee Mining Co. Barn                     | 149 n/a Wake-Up-Jake Garbage Shed               |
| 11 (60) Kwong Lee Wing Kee Butcher Shop                 | 41 (8) Interpreter Dressing Room  | 71 (44) Kelly Saloon   | 101 (97) Butterfield Barn                           | 150 n/a Lung Duck Tong Garbage Shed             |
| 12 (58) Dr. Callahan's Residence                        | 42 (9) McKinnon House   | 72 (100) McKinnon House  | 102 (99) McKinnon Barn                              | 151 (94) Theatre Royal Storage                  |
| 13 (54) Cariboo Sentinel Print Shop                     | 43 (120) Tregillus Cabin 'F'  | 73 (45) Kelly General Store  | 103 (102) McKinnon Warehouse #1                     | 154 (4) Visitors' Reception Centre              |
| 14 (52) Van Volkenburgh Cabin                           | 44 (10) Blair House   | 74 (48) Barkerville Hotel  | 104 (103) McKinnon Warehouse #2                     | 155 (126) Canadian Claim Mine                   |
| 15 (49) Carriage Shed #1                                | 45 (11) Miners' Boarding House  | 75 (98) Barkerville Hotel Ice House  | 105 (104) Uptown Lunch Room                         | 156 (127) Gum Hydraulic Pit                     |
| 16 (47) C. Strous Store & Co. General Merchants         | 46 (14) King House Bed & Breakfast  | 76 (50) Theatre Royal & William Creek Fire Brigade   | 106 (106) Michael Claim Cabin                       | 159 (122) Smoking Room                          |
| 17 (46) Masonic-Hall Cariboo Lodge 4 (privately owned)  | 47 (15) Bibby's, Tim Shop   | 77 (53) Sandy McArthur's Blacksmith Shop   | 107 (107) Barwise House                             | 160 (3) Storage Building                        |
| 18 (42) Carriage Shed #2                                | 48 (17) John Bowron House   | 78 (55) Giddings Cabin   | 108 n/a Wake-Up-Jake Storage                        | 161 (6d) Tregillus Garage                       |
| 19 (39) House Hotel                                     | 49 (19) McIntyre House  | 79 (56) Giddings Shed  | 109 (111) W. Baker Stables                          | 162 n/a Lung Duck Tong Storage Shed             |
| 20 (37) Joe Denny's Saloon                              | 50 (21) Provincial Government Office & Cariboo Literary Institute's Library | 80 (62) Marie's Sporting House   | 110 (112) Mundorf Stables                           | 164 n/a Ruston Engine Building                  |
| 21 (35) Masonic-Hall Cariboo Lodge 4 (privately owned)  | 51 (22) Wilford Thomson House   | 81 (63) Lung Duck Tong Restaurant  | 111 (114) Goldfields Garage                         | 165 (125) Kelly Workshop Building               |
| 22 (30) J.P. Taylor Drugstore                           | 52 (23) J.H. Todd General Store   | 82 (67) Halverson House Mining Museum  | 112 (115) Holt & Burgess Cabinetmakers              | 173 (83) Cornish Water Wheel #3 (new 2007)      |
| 23 (28) Barkerville Post Office (full postal services)  | 53 (24) Cameron & Ames Blacksmith Shop                                      | 83 (68) Tai Ping Fong (Peace Room)   | 113 (116) Chicken House                             | 178 (81) Waterous Sawmill Building              |
| 24 (26) Goldfield Bakery                                | 54 (25) Wake Up Jake Restaurant   | 84 (69) Chee Kung Tong (Chinese Freemasons)  | 114 (117) Barkerville Power & Light Power House (2) | 179 (84) Stamp Mill                             |
| 25 (24) Barnard's Express Office                        | 55 (27) W.D. Moses Barber Shop  | 85 (72) Lee Chung Laundry  | 115 (118) Morford House (privately owned)           | 180 (51) Williams Creek Fire Brigade Hose Tower |
| 26 (20) Cameron & Ames Blacksmith Shop                  | 56 (28) William Bowron House  | 86 (75) Lee Chung Laundry  | 116 (119) McLeod Cabin                              | 181 n/a Kelly Lumber Storage                    |
| 27 (18) Wendle House                                    | 57 (29) Dr. Hugh Watt's Office & Residence                                  | 87 (76) Sing Kee Herbalist   | 117 (128) Richfield Courthouse                      | 182 n/a Kelly Storage Shed                      |
| 28 (16) William Bowron House                            | 58 (31) Nicol Hotel Museum  | 88 (77) House House  | 118 (113) McIntyre Cabin                            | 183 (71b) Torstensson House                     |
| 29 (13) Williams Creek Schoolhouse                      |   | 89 (77) House House  | 119 (114) Conklin Pump House                        | 185 (30b) Barkerville School                    |
| 30 (12) St. Saviour's Anglican Church (privately owned) |   | 90 (79) Chinese Miners' Cabin  | 120 n/a Water Tank # 1 (not on map)                 |   |



**Barkerville Universal Building Numbers**  
April 8, 2014

## **Appendix C: Roof Snow Removal Evaluation Checklist and Criteria**

**Checklist:** Note: Any bid that doesn't meet all the mandatory criteria will not be accepted.  
(Value 9%) (Each yes = 1 point)

1. Yes/No RFP was received before 11:30 PM, PST, January 17th, 2018 and only one *Proposal* was submitted by the Proponent
2. Yes/No Resume of Proponent and Supervisor (when different).
3. Yes/No Identification of supervisor/lead hand that is to be on site during snow removal from roofs
4. Yes/No Cost has been provided for one full initial clearance of snow from all roofs listed as part of the snow removal contract
5. Yes/No Cost has been provided for one full secondary clearance of snow from all roofs listed as part of the snow removal contract
6. Yes/No A general plan has been provided stating: the methods to be used for snow removal from the various buildings; how safety will be incorporated into the daily snow removal plan; a description as to how and what you will do to meet WCB safety regulations.
7. Yes/No A maximum response time has been provided for non-emergency service calls
8. Yes/No A maximum response time has been provided for emergency service calls
9. Yes/No A maximum allotted time for completion of the Scope of Work was included in the proposal

<u><b>Contractor evaluation criteria:</b></u>	<u><b>Value:%</b></u>
1. All the mandatory items have been provided with proposal (see list above) (1% for each item provided)	<b>9</b>
2. The proponent's ability to effectively deliver the services using qualified personnel and the contractor's ability to effectively deliver the service based on their company's resources	<b>15</b>
3. The stated and maximum services delivery time frames for both non-emergency and emergency call outs (2.5% each). The maximum allotment of time for the <u>initial</u> snow clearance included in the proposal (10%). Shorter time frames that are also reasonable time frames will receive a higher percentage weighting.	<b>15</b>
4. A <b>General Plan was provided</b> of the methods to be used for snow removal showing safety as the priority. More detailed plans stating how safety will be incorporated into the daily plan will receive higher weightings.	<b>10</b>
5. The overall costs to deliver the service for the initial and secondary removals	<b>41</b>
6. For prior satisfactory service delivery	<b>10</b>
<b>TOTAL:</b>	<b>100%</b>

## Appendix D:

## Written Fall Protection Plans – Example

<http://www2.worksafebc.com/Portals/Construction/ToolboxMeetingGuides-Topic.asp?ReportID=34362>



# TOOLBOX MEETING GUIDE



## Written site-specific fall protection plan

Planning plays a key role in protecting workers from fall hazards. The fall protection plan template below is provided to assist in the planning process. Employers should ensure that fall protection plans are

- Designed and completed to address site-specific conditions
- Compliant with the Occupational Health and Safety Regulation

Site address:		Start date:
Site description:	Employer:	
Work area:		
Tasks:		

### Site-specific fall hazards *(see diagram on page 2 for more details)*

Max. height (peak):	Max. height (eaves):	Max. height (other):
Roof slope(s), if applicable:		
Proximity to high voltage power lines:		
Ground cover/hazards:		
Other/comments:		

### Type of fall protection to be used *(see definitions on page 3)*

<input type="checkbox"/> Fall restraint	<input type="checkbox"/> Fall arrest	<input type="checkbox"/> Temporary guardrail system
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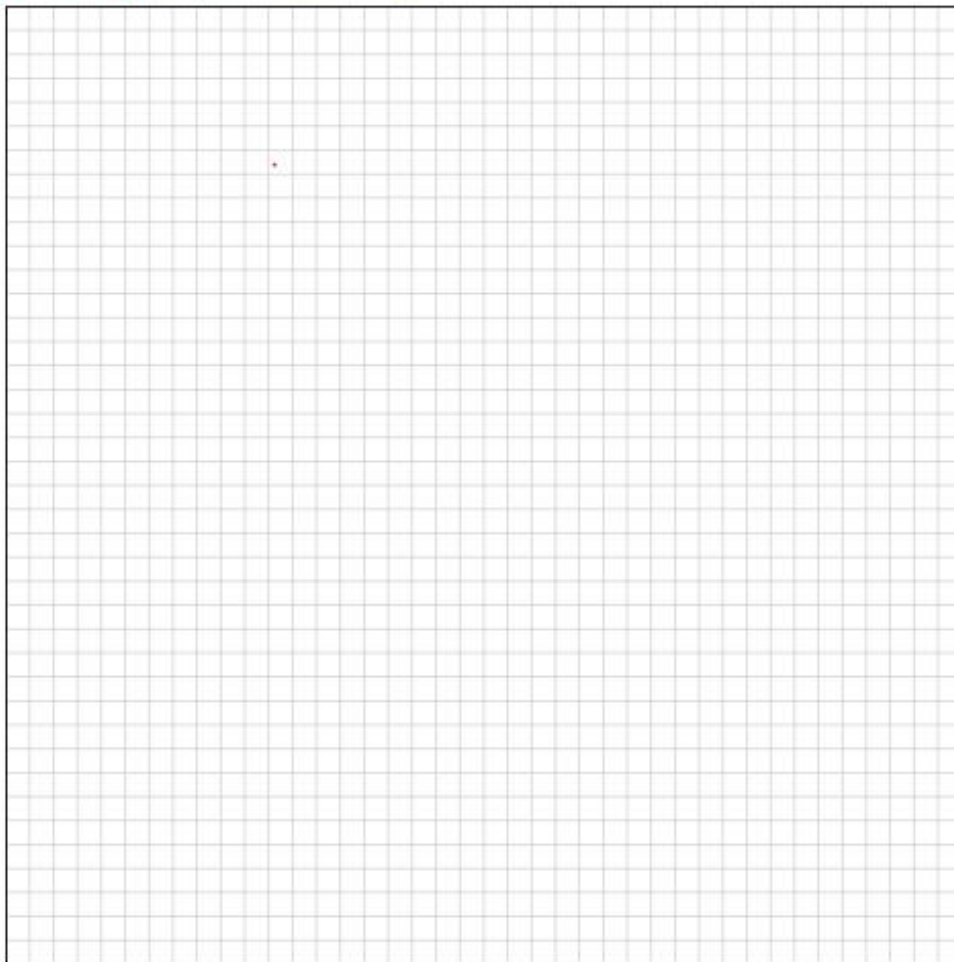
### Equipment inspection

Item	Comment/defect	Item	Comment/defect
<input type="checkbox"/> Full body harness		<input type="checkbox"/> Anchors	
<input type="checkbox"/> Vertical lifelines		<input type="checkbox"/> Ladders	
<input type="checkbox"/> Lanyards		<input type="checkbox"/> Ladder hoist	
<input type="checkbox"/> Rope grabs		<input type="checkbox"/> Toeboards	

Prior to accessing the work location

Checklist	Comments
<input type="checkbox"/> First aid attendant/facilities/equipment	
<input type="checkbox"/> Safety headgear available for all workers	
<input type="checkbox"/> Bin in place	
<input type="checkbox"/> Barricades in place	
<input type="checkbox"/> CSA safety footwear for ground work	
<input type="checkbox"/> Safety eyewear if nail guns to be used	

Site roof diagram *(include anchor locations)*



## Ladder setup

<input type="checkbox"/> Set up on a firm, level base	<input type="checkbox"/> Extends approx. 1 metre (3 feet) past edge of roof
<input type="checkbox"/> Set up 4:1 (vertical/horizontal)	<input type="checkbox"/> Secured/tied off

## Fall protection system special assembly procedures

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## Rescue procedures for a fallen worker

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## Fall protection definitions

- **Fall restraint** means a system to prevent a worker from falling from a work position, or from travelling to an unguarded edge from which the worker could fall.
- **Fall arrest** means a system that will stop a worker's fall before the worker hits the surface below.
- **Guardrail** means a guard consisting of a top rail 102 cm to 112 cm (40 in. to 44 in.) above the work surface, and an intermediate rail located approximately midway between the underside of the top rail and the top of the toeboard, if one is provided, or the work surface if no toeboard is provided.

## Notes

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### Worker sign-off

By signing below, I acknowledge that I have reviewed the fall protection requirements and procedures for this site with my supervisor and understand my responsibilities, specifically the requirement to use personal fall protection.

Name: (please print)	Signature:	Company:
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_  
(signature)



WORKING TO MAKE A DIFFERENCE  
worksafebc.com

**NOTE:** This page will need to be discussed and signed by ALL workers prior to work on a roof of the building(s) being worked on.

**APPENDIX E:** Barkerville Heritage Trust's *Written Site-Specific Fall Protection Plans* examples will be available for viewing upon request.