

## **APPENDIX A**

### **MASTER HEALTH & SAFETY PLAN**

***Master Health and Safety Plan  
Facilities Upgrade- Canadian Coast Guard College  
Westmount, Nova Scotia***

September 2013

# Master Health and Safety Plan

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## **1. Introduction**

The purpose of this document is to provide a series of instructions in matters of health and safety for companies who are contracted to provide services to Public Works and Government Services Canada (PWGSC) relating to facilities construction, renovations and improvement at the Canadian Coast Guard College located in Westmount, Nova Scotia. During the pre-operational phase of any undertaking, the emphasis will be on the development of specific Assignment Health and Safety Plans (AHASPs), which must be designed to ensure provisions exist for the protection of all site workers, designated users of the facility, facility employees and the general public. It is required that the successful bidders recognize that certain health & safety hazards will be encountered during any undertaking; and as such, must plan to have in place the appropriate control measures.

Parties to which contracts are awarded (Contractors) shall adhere to the requirements presented in this document and the applicable occupational health and safety legislation while preparing their respective AHASPs. Such plans will be reviewed by PWGSC for compliance with the elements contained in this document and applicable legislation before commencement of any undertaking at the facility. All work is to be executed in strict accordance with the Contractor's submitted assignment plan (s), failing which PWGSC shall respond in accordance with the conditions set forth in this document. PWGSC may appoint a party to act as its designated authority to monitor the operations of contractors undertaking work activities. Contractors will be required to ensure, upon completion of a project that no condition exists that will pose a hazard to future property use.

At no time will any statement, instruction, form or guide in this document override the responsibility of a party to continuously be in full compliance with the Nova Scotia Occupational Health and Safety Act and all other applicable legislation or regulations.

### **1.1 Site Considerations**

A series of projects will be undertaken at the facility to provide systems upgrades which will result in functional improvement. Work will include modification, demolition, alteration and additions to structural, mechanical and electrical systems. Details of the scope of each project will be provided in the respective contract tendering documents for each specific project assignment.

The facility operates on a continuous basis (24 hours per day, 7 days per week), with a number of different client groups designated as "users" of the facility. As such, all planning for health and safety must not only address the occupational requirements set forth under legislation, but also must account for the protection of users of the facility and their respective operations, the employees who work at the facility, and members of the public who may use the facility.

Work must be conducted in a highly coordinated manner with parties designated by PWGSC so as not to impact on users of the facility for anything other than short durations. It is recognized that hazards will be present or created due to various work tasks to be undertaken; however, such hazards must never be allowed to impact in any manner on the designated users of the facility, the facility employees or the general public. As such, contractors will be required to implement any process necessary to isolate the

above noted parties from the work activities. Additionally, no hazard will be permitted to exist at the end of a workday unless specific measures are in place to ensure such hazards present no risk to the facility users or employees.

## **1.2 Regulatory Environment**

Regulatory requirements with regard to health and safety for contractors undertaking work activities at the facility will fall under the provisions contained in the Nova Scotia Occupational Health and Safety Act and regulations pursuant to the Act. PWGSC and the facilities operator, the department of Fisheries and Oceans (DFO) are required to abide by the provisions contained within the Canada Labour Code, Part II and its related regulations. In order to enhance safety, PWGSC will require that all parties contracted to perform work adhere not only to the provisions contained in provincial health and safety legislation, but also federal regulations, where a higher level of safety is prescribed by federal regulations.

## **1.3 Responsibilities**

The following is a summary of the key positions that have specific tasks for implementing and maintaining the MHASP:

### **PWGSC**

- Ensures that all reasonable effort, and every precaution that is reasonable in the circumstance has been made to protect the health and safety of the facility users and employees; and
- Monitors the operations of contractors for compliance to requirements contained under the Nova Scotia Occupational Health and Safety Act and associated regulations.

### **Designated Authority**

- Acts on behalf of PWGSC where requested; and
- Conducts construction monitoring for compliance to applicable legislation and Contractor submitted AHASPs.

### **Contractors**

- Completes all duties identified for the Contractor and Employer under the Nova Scotia Occupational Health and Safety Act;
- Conducts all activities in accordance with the MHASP and AHASPs; and
- Cooperates with PWGSC and its designate to ensure the health and safety of on-site personnel, facility users, facility employees and the public.

## **1.4 General Safety Rules**

The following is a list of rules that apply to all site activities and personnel working on or otherwise visiting the site. This list is not exhaustive and may be added to or amended from time to time as circumstances dictate:

- Consumption, possession and/or being under the influence of illegal drugs or alcohol while on site are strictly prohibited. Violation of this rule could have direct consequences upon the health and safety of employees, visitors, or the general public. Therefore, there will be ZERO TOLERANCE for

violations of the drug and alcohol prohibition. Violation will result in the immediate and permanent removal of the offender from the site;

- No smoking is permitted on the site except in areas designated by the PWGSC;
- The use of cellular phones or other handheld communication devices is not permitted while operating mobile equipment (including personal vehicles) or while refuelling;
- The “Buddy System” is to be practiced during site activities. The format and extent of the “Buddy System” will vary from task to task and may include the use of communication among personnel at pre-arranged intervals. The method will be determined in a formal hazard analysis of a particular activity;
- Field personnel are not to enter confined spaces such as tanks or manholes, unless confined space entry procedures have been developed and implemented according to regulatory requirements;
- Drums or tanks found on the site are not to be opened or moved unless specific procedures for drum or tank remediation tasks have been developed and implemented;
- Each employee is required to be aware of training and certification requirements for job tasks they may carry out and to possess current certifications where required;
- Personnel are not permitted to enter trenches or excavations greater than 1.2 m in depth unless they are directed by supervisory personnel and only after an evaluation of the trench or excavation has been carried out by a person deemed competent by the occupational health and safety requirements of the jurisdiction;
- No employee will work at heights greater than 2.4 m, without ensuring that adequate fall protection provisions are in-place, in accordance with the relevant OH&S regulations;
- Site personnel are to notify their respective supervisor or health and safety personnel of any unsafe acts or conditions;
- Fighting, violence, horseplay or interference with other workers is prohibited;
- Theft, vandalism, abuse or misuse of property is prohibited;
- Site personnel are to report all injuries to their supervisor or health and safety personnel. First aid treatment shall be obtained immediately for any injury;
- Only tools that are in good repair and meeting industry standards with all guards and safety devices shall be used; and
- All work crews shall be equipped with two way radios or cellular phones.

### **1.5 Disciplinary Actions**

Adherence to safety rules and compliance to the requirements contained in the regulations under both the Canada Labour Code and the Nova Scotia Occupational Health and Safety Act is integral to the success of health and safety programs. As such, PWGSC has implemented a process to ensure safety infractions result in disciplinary actions being taken. The process outlined below is not designed to be punitive in nature; rather it should first and foremost serve to alert the individual and the individual’s supervisor of the seriousness of the safety violation. Secondly, it provides management/supervisory personnel with a chance to implement corrective actions and subsequently reduce the probability of reoccurrence. Additionally, it provides an educational element within a contractor’s health and safety program to reinforce the requirement to work in a safe manner.

For any activity which is considered to be in violation of the requirements contained in the PWGSC occupational health and safety management system but is not deemed to be immediately dangerous to life and health and/or does not constitute a reckless disregard for safety, hence a minor infraction, the following actions will be taken:

1<sup>st</sup> Violation – the contractor will issue written notification of the violation to the person performing the activity and provide this proof of notification to PWGSC (or its designate). The Contractor will also be required to provide written confirmation of the actions taken to prevent a re-occurrence of the violation. Where a violation has been committed by a subcontractor to the prime contractor, the prime contractor will be responsible to request the disciplinary action above is carried out and to provide written notification of violation and confirmation of preventative actions. Where health and safety violations have been identified by PWGSC or its designate, the Contractor will be required to provide the appropriate responses within 24 hours of notification.

Where a violation against an individual or organization has been documented, the violation will be considered removed from the Project record if no similar violation occurs within a six (6) month period; thus a subsequent violation occurring after the six (6) month period will be considered to be a first violation.

2<sup>nd</sup> Violation – where a second violation has been attributed to an individual, the activities of this person will be terminated immediately and the person removed from the site. Should the repeat violation be attributed to a contractor or subcontractor, a stop work order will be issued to the offending company. The offending party (individual or company) will not be permitted to re-commence site work activities until written confirmation of the violation combined with the actions to be taken to prevent re-occurrence has been submitted and accepted by PWGSC.

3<sup>rd</sup> Violation – permanent removal of the offending party (individual or company) from the site if deemed appropriate by PWGSC.

An infraction will be deemed as being major in situations where an individual or company has carried out an activity that is potentially immediately dangerous to life and health, and in situations where it has been deemed that an individual or company has acted in a manner that has demonstrated a reckless disregard for their own safety or the safety of others, particularly involving a subordinate employee. Infractions deemed as being major will be treated as a third violation.

2. Pre-Assignment Requirements Prior to undertaking site based operations, it will be necessary for all contractors to meet a series of pre-determined requirements that are detailed in the following section. No undertakings will be permitted to commence until all such requirements are met. Note that the requirement for site-specific training may be conducted during the mobilization phase of an undertaking, but prior to the commencement of actual work activities.

### **2.1 Assignment Health and Safety Plan**

Contractors engaged to undertake work within the scope of the project that is deemed to be of a large scale must prepare and submit a full AHASP. This document will be considered the blueprint to ensure workplace and public safety. As such, careful consideration should be given to its content. Subcontractors to the Contractor will generally not be required to submit an AHASP. Contractors must however ensure that their subcontractors have in place a health and safety program that meets the requirements for such programs under provincial legislation. It is important to note that situations may arise where the work to be carried out by a subcontractor falls outside of the scope of the Contractor's AHASP. As such provisions may not exist to adequately protect the subcontractor's personnel. Where PWGSC or its designate deems such situations to exist, a separate AHASP addressing the scope of work to be carried out by the Subcontractor will be required and must be submitted. It should be noted that Contractors will be responsible to ensure hazards associated with a particular construction element are clearly communicated to all parties who perform work under their contract.

The Contractor and its subcontractors will be required to adhere to all components of their Program once submitted and reviewed for acceptance. Subcontractors performing work under a Contractor's AHASP will be required to sign a letter of acknowledgement to this effect. The AHASP shall be submitted to PWGSC and their designate no later than fifteen (15) working days prior to commencing work. Site work shall not be initiated until formal authorization has been granted by PWGSC.

AHASPs must address the following components:

- Provisions for the protection of facility users and employee;
- Provisions for supervision of employees by competent personnel;
- Provisions for orienting and training of employees in workplace and job-specific safe work practices, including emergency response;
- Identification of critical and/or hazardous tasks;
- Provisions for the preparation of written work procedures, particularly to address critical and/or hazardous tasks;
- Provisions for the establishment and operation of occupational health and safety committees or where applicable, the selection of an occupational health and safety representative;
- Establishment of a hazard identification system, which would include:
  1. Workplace evaluation for hazards;
  2. Procedures and schedules for regular inspections;
  3. Procedures for reporting and accountability of persons responsible for corrective actions; and
  4. Identification of the circumstances where hazards must be reported.
- Establishment of a system for prompt investigation of hazardous occurrences to determine cause and preventative actions;



- Provisions to ensure the maintenance of records and statistics in matters relating to occupational health and safety;
- A summary of tasks to be completed;
- A summary of roles and responsibilities of on-site personnel with duties specific to health and safety;
- A comprehensive assignment-wide Hazard Assessment for existing and anticipated chemical, physical and biological hazards including associated risk of exposure for the critical tasks to be completed;
- Details of engineering and administrative controls to minimize the risk of exposure for identified hazards and to maintain contaminant concentrations within acceptable levels;
- Details of Personal Protective Equipment (PPE) types to be used for each site task;
- Details of a Respiratory Protection Program (where applicable);
- Details of permit required applications (i.e.confined space entry, hot work, etc.);
- Provisions for health and safety meetings;
- Mechanisms to ensure accidents\incidents are reported to the appropriate personnel; and
- An Emergency Response Plan to address all reasonable scenarios of potentially hazardous occurrences that may require local emergency services.

PWGSC or its designate will accept no liability or responsibility for information submitted in AHASPs. Acceptance of a Contractor's AHASP by PWGSC shall only be viewed as an acknowledgement that such a plan exists and that it generally meets the operating requirements set forth in this MHASP. It is the Contractor's responsibility to conform to the MHASP and applicable regulatory requirements.

## **2.2 Site Specific Training**

All personnel who are scheduled to perform work on the site must complete appropriate training sessions that are commensurate with the activities and hazard level to which the employee may potentially be exposed, prior to commencement of activities. Site visitors may not require such training; however, they must be accompanied by the party requesting their presence on the site, and receive instruction in site health and safety protocols and the hazards present. Contractors will be required to complete an orientation to facilities' health and safety protocols. Contractors will submit a training program as part of their AHASP.

The training program shall include as a minimum, the following items:

- Names of personnel responsible for site health and safety;
- Assignment-specific potential hazards;
- Proper use of personal protective equipment;
- Work practices by which the employee can minimize risks from potential hazards;
- Safe use of engineering controls and on-site equipment;
- Assignment-specific standard operating procedures; and
- Assignment Specific WHMIS training.

## **2.3 Certification Requirements**

Before commencing work on site, each Contractor shall submit a Letter of Good Standing an organization which meets the requirements of the Worksafe Nova Scotia, regarding participation in the Occupational

Health and Safety External Audit Program, leading to the issuance of a Certificate of Recognition (or equivalency certificate). The Letter of Good Standing must be dated and must be signed by an official of the occupational health and safety organization performing the external audit.

The Letter of Good Standing must have a clear expiry date. If the Letter of Good Standing expires before the completion of the contract, a further letter will be required before the time of expiration which indicates that the contracted party continues to actively participate in the occupational health and safety organization's Certificate of Recognition Program. If a further letter is not provided, this may be regarded as sufficient cause for voiding the contract. PWGSC will accept only one Letter of Good Standing with "Audit Pending" or "In the Process" status from any party to be contracted. The party must achieve Certificate of Recognition status within twelve (12) months of being given the "Audit Pending" or "In the Process" letter, whether the party completes the process with the occupational health and safety organization that issued the Letter of Good Standing or subsequently moves to another occupational health and safety organization to complete the occupational health and safety program development and audit process.

### 3. On-Site Assignment Requirements

#### **3.1 Assignment Health and Safety Plan Implementation**

As previously stated, AHASPs for various undertakings should be constructed so as to provide a blueprint to ensure the safety of those who work within the project sites, as well as the general public that may have reason to be near the perimeter of the sites or have interaction with the project works. Adherence to AHASPs will help ensure compliance to regulatory requirements. It is therefore imperative that Contractors carry out in a methodical manner, the requirements they have set out in their submitted plans.

#### **3.2 Daily Health and Safety Briefings**

Informal health and safety meetings (safety briefings) shall be held on-site at the start of each workday or work shift by the Employer. Meeting attendees shall, as a minimum, be informed of hazard assessment results, the planned activities to be conducted, any analytical results associated with the activities, administrative and engineering control requirements and hygiene practices to be implemented for safe completion of the activities. The name of each person attending the meeting and issues discussed shall be documented by completing the Daily Safety Briefing Form in Appendix A (or a Contractor generated equivalent form). Copies of this form shall be maintained on the site and be provided to PWGSC or their designate with 24 hours of completion.

#### **3.3 Hazard Assessment, Management and Communication**

Contractors will be required to conduct a comprehensive assessment of hazards for all activities being performed under the scope of their respective contracts. Prior to commencement of work activities, PWGSC will provide contractors with information on the hazards known to exist at the facility, specific to the individual assignment that could impact on a contractor's employees.

An initial hazard assessment encompassing the overall scope of a particular assignment shall be submitted by contractors prior to mobilizing to the site and shall be used to confirm appropriateness of existing/proposed administrative and engineering controls and hygiene practices. This initial assessment is to be submitted within the AHASP. Prior to undertaking work activities, contractors will be required to define the critical tasks associated with the project and submit this list to PWGSC or its designate. Contractors will then perform a hazard assessment for each critical task in the format shown in Appendix B (or a format containing the equivalent information). Regardless of the format used, individual hazards must be identified, a risk rating for each hazard must be established and control measures must be identified for hazards posing significant risk. Copies of all hazard assessments will be forwarded to PWGSC or its designate.

Contractors must possess or be able to obtain the resources necessary to evaluate in a quantitative manner employee exposure to chemical, biological or chemical agents to ensure levels and assess such exposures against permissible provincial exposure limits.

Contractors will be responsible to ensure that the results of hazard assessments are communicated to employees during the daily health and safety meetings. When the work activities of a Contractor may impact on the health and safety of personnel, including facility user or facility employees, contractors

must inform PWGSC or its designated authority. PWGSC will in turn inform contractors of activities carried out under its control of potential health and safety impacts on the contractor's employees.

### **3.4 Inspections and Reporting**

#### **3.4.1 Substandard Conditions**

Contractors will be required to carry out daily health and safety inspections of the workplace and as such will be expected to develop a systematic approach to assessing and documenting inspections of the specific work they intend to carry out (i.e., checklists). A mechanism must be established by contractors for reporting substandard conditions identified during workplace inspections. Conditions are considered to be substandard when:

- There is a lack of compliance to the provisions of occupational health and safety legislation of the province while the work is being performed;
- There is a lack of adherence to the elements contained in the MHASP or a contractor's AHASP;
- Situations or conditions that exist with the potential to cause personal injury, property or environmental damage; or
- There are deviations from established safe work practices or procedures.

An example of a form used for reporting substandard conditions identified during workplace inspections is found in Appendix C. It is imperative that contractors establish a mechanism to ensure that corrective actions occur in a timely manner where substandard conditions have been identified during inspections. Such a system should include a provision for written verification that corrective actions have been completed and be signed off by supervisory/management personnel. The results of daily inspections are to be posted in a conspicuous location and substandard conditions discussed at the daily safety briefings.

Inspections, both formal and informal, will be carried out by PWGSC or its designate. Where substandard conditions have been identified, contractors will be required to respond in an appropriate manner that is proportional to the issue or condition and may include the immediate termination of a particular work activity until corrective actions have been implemented. Contractors will provide written confirmation of corrective actions to PWGSC or its designate within 24 hours of receiving notification of substandard conditions.

#### **3.4.2 Incident Investigation and Reporting**

In addition to the requirement for regular workplace inspections, a formal incident reporting system must be established by contractors. To ensure incidents are reported in an accurate and timely manner to PWGSC and its designate, contractors must designate an individual with the responsibility to carry out this task. The following events are considered to be mandatory triggering mechanisms for incident reporting, and must be reported immediately:

- Work-related fatality;
- Injury or occupational illness of contractor's employees or subcontractor's employees;
- Fire, explosion or electrical flash;
- Accidents involving Contractor's vehicles;
- Property damage (in excess of \$1000);

- Unexpected or imminent release of a hazardous material;
- Incidents that could result in or any actual investigation by regulatory agency; and
- Near-Misses: defined as an incident or event where no personal injury, property/equipment damage or harm to the environment has occurred; however, under different circumstances (i.e., a slight shift in time or position) injury or damaged would have occurred.

An example of an Incident Reporting and Investigation Form is located in Appendix D. Incident reporting and investigation must take into account the determination of both immediate and system (root) causes and the corrective actions to be implemented to help prevent a re-occurrence. Contractors will be expected to utilize the information gleaned from their reporting systems to form the basis for continual improvement of their health and safety Program. It is required that contractors communicate the findings of incident investigations to their site personnel to emphasise the lessons learned from such events.

It is recognized that not all reported incidents will warrant a detailed formal investigation; however, contractors will be required to establish guidelines for determining when such formal investigations will be carried out. As a minimum, formal investigations will be required for situations deemed as reportable under respective provincial occupational health and safety legislation.

### **3.5 Site Control**

As previously noted, the facility operates on 24/7 basis with various client groups and employees present. The measures identified by contractors in their AHASPs for the protection of the above personnel will be monitored for their effective implementation. All reasonable and practical removal, handling, transportation, storage and disposal procedures shall be used to:

- Minimize raising of dust;
- Minimize the mobilization of hazardous substances contained within equipment and materials;
- Minimize the release of hazardous materials (liquid, solid or gas) into the environment; and
- Minimize personal exposures to hazardous materials.

In areas that are normally accessible to the public, facility users or facility employees, active work areas will be adequately defined so as to warn these parties of any work activities taking place and to provide a suitable manner of separation. Where applicable, a site control procedure shall be developed for all activities involving contaminated materials, establishing and maintaining contaminant zones to prevent the spread of contamination and to prevent unauthorized people from entering hazardous areas. Control of dust migration will be considered to be of paramount importance.

### **3.6 Personnel Protective Equipment**

All personnel entering defined work zones shall wear appropriate Personal Protective Equipment (PPE). PPE for assignment-specific hazards shall be selected based on the level of hazards present and used in accordance with manufacturers' specifications, as well as the requirements of legislation and applicable standards.

Various levels of protection will need to be established depending on working conditions and the hazards associated with work activities. **The minimum requirements for all personnel performing construction related activities are listed below:**

- Hard Hat (conforming to CSA standard CAN/CSA-Z94.1-92 (R1998))- Type 2;
- Chemical Resistant or leather boot conforming to CSA standard CAN/CSA-Z195-M92, a Grade 1 designation is required;
- Short or long sleeved shirt, long pants or coveralls;
- Safety glasses with side shields (conforming to CSA standard CAN/CSA -Z94.3-99); and
- High visibility (retro reflective) clothing.

The hazard assessment process of each respective contractor is to be used to determine the requirements for additional personal protective equipment based on the activity to be conducted and the anticipated conditions to be encountered. All personnel required to use PPE shall receive adequate training in the proper use limitations, care and assigned maintenance duties of the PPE or devices.

The use of respiratory protection will occur only when all reasonable and practical engineering, administrative controls and hygiene practices have failed to reduce the concentration of airborne contaminants below the American Conference of Governmental Industrial Hygienists (ACGIH) eight (8) hour Threshold Limit Values (TLVs). Respirators may however be used to provide additional protection to workers who may be unusually sensitive to a contaminant or who may experience discomfort or objection to an odour. Where the use of respiratory protective equipment becomes necessary, contractors will implement a respiratory protection program that meets the requirements of CSA Z94.4-02.

### **3.7 Training and Supervision**

Contractors shall ensure that all undertakings are carried out under the supervision of a competent person (as per the definition contained the provincial occupational health and safety legislation). Contractors will ensure that their employees receive the training necessary to safely conduct their workplace duties and also to ensure that workers receive additional training when required. Examples of situations where additional training may become necessary are as follows:

- Change in the process;
- Introduction of new technologies;
- New job procedures (or modifications to existing procedures); and
- Introduction of new controlled products to the site.

Where training is carried out, it is to be documented and maintained on file within the project site.

Contractors will be required to provide PWGSC or its designate copies of all employee training certificates that are required under provincial legislation prior to such employees under taking work activities within the facility.

### **3.8 Written Work Procedures**

Contractors will be required to maintain (on file, within the project site) a series of work procedures and practices for the various work tasks expected to be carried out within the assignment scope. The

procedures must be written in a manner that promotes safe operating principles. The procedures shall be reviewed on an annual basis, or when significant process changes have occurred.

### **3.9 Employee Participation in Health and Safety**

Provincial legislation requires that employees be given an opportunity to voice their safety concerns and participate in the health and safety process. Legislation sets the requirements for the establishment of occupational health and safety committees or the selection of health and safety representatives. The onus will lie with each contractor to ensure the requirements are met, including the timeframe for establishment of committees and any training of committee members as prescribed by legislation.

### **3.10 Record Keeping and Document Submission**

Contractors will be responsible to maintain certain necessary records and statistics in order to conform to the requirements of the MHASP. Additionally, contractors are required to submit various health and safety documentation to PWGSC's designated authority. A summary of the documents to be maintained and a timeframe for those requiring submission, includes but is not limited to the following:

#### Submitted prior to site mobilization:

- Assignment Health and Safety Plan;
- Proof of training on the elements of the Contractor's AHASP (including all applicable training certificates);
- Hazard assessment for the overall project scope;
- Workplace NS Letter of Good Standing;
- List of critical tasks; and
- Acknowledgement letter of sub-contractor adherence to the Contractor's AHASP (where applicable).

#### To be submitted within 24 hours of occurrence:

- Daily safety briefings;
- Results of real-time occupational air monitoring (if applicable);
- Hazard Assessments;
- Incident Reports;
- Incident Investigations;
- Letters of disciplinary violations; and
- Verification of corrective actions of substandard conditions identified by PWGSC or their designate.

#### Maintained and available upon request:

- Rigging inspections;
- PPE inspections i.e., fall protection or respiratory protection;
- Trench inspections;
- Permits (confined space, hot work, etc.);
- Crane inspections/certifications;
- Mobile equipment inspections;
- Scaffolding inspections;
- Utility clearance reports;
- Crane operator certification (including boom truck operators);

- Workplace inspections;
- Record of ongoing employee training;
- Occupational health and safety committee meetings; and
- Material Safety Data Sheets specific to the assignment.

Such information must be maintained on the project site and be accessible to PWGSC and their designate or provided as requested.

### **3.11 Emergency Preparedness**

Contractors will be required to identify all scenarios that may result in emergency situations arising and to develop emergency response procedures to address such scenarios. The details of such procedures will be considered to constitute the emergency response plan, and are to be contained in the contractor's AHASP. The plan must be in accordance with the facilities' protocols for emergency response.

Contractors must be able to demonstrate a certain degree of preparedness in the event of an actual emergency. Any number of means, of which some are listed below, may demonstrate the degree of preparedness:

- Documented reviews of emergency procedures;
- Conducting a pre-activity meeting with emergency response personnel (including outside responders);
- Maintenance of key emergency response equipment (i.e., fire extinguishers, first aid supplies, spill containment kits, etc.);
- Current training for emergency response personnel (i.e., First aid, confined space entry rescue, fire fighting);
- Staged mock emergency drills; and
- The posting of emergency response numbers in key locations, updating the list as necessary.

In the event of an on-site emergency, the requirements of both the MHASP and the AHASP may be modified or temporarily suspended to permit proper rescue or handling of the emergency situation. All actions taken should be reasonable in nature and consistent with common practice for that specific situation. In any event, a person should not take undue risks that will compromise their own safety or the safety of others.

### **3.12 Availability of Legislative Documents**

Contractors shall make available for examination at the project site a current copy of the applicable Occupational Health and Safety legislation and its corresponding Regulations, as they relate to the specific project.



#### 4. Assignment Finalization Requirements

Contractors are expected to meet certain requirements at the completion of their assignment activities, ensuring that health and safety related issues do not carry forward to future property use and to provide an avenue to investigate health and safety related issues that may arise after completion of the assignment.

Contractors will be required to ensure upon completion of assignment that no condition exists that will pose a hazard in areas of facility user protection or public protection, site conditions or the disposal of contaminated materials including personal protection equipment.

Additionally, it is the responsibility of each respective contractor to ensure that the records relating to health and safety are maintained in accordance with legislative requirements with regard to duration and content. A confirmation in writing is required to be made to PWGSC or its designate, ensuring that such requirements have been met.

## **APPENDIX A - DAILY SAFETY BRIEFING FORM**

Doc. No.

### **Daily Safety Briefing Form**

<b>Company</b>		<b>Assignment</b>	
<b>Date</b>		<b>Conducted By:</b>	

<b>Description of Work to be Carried Out:</b>

<b>Topics Discussed:</b>

<b>Potential Hazards and Corrective Actions:</b>

<b>Employee Concerns:</b>

<b>Attendee Name (Print)</b>	<b>Signature</b>

**Performed By:**

\_\_\_\_\_

## **APPENDIX B – HAZARD ASSESSMENT FORM**

# Hazard Assessment Form

1) ADMINISTRATIVE INFORMATION	
PROJECT NAME:	PROJECT FILE NO:
PROJECT LOCATION:	ANALYSIS PERFORMED BY:
DATE TASK TO BE PERFORMED:	TYPE OF TASK: <input type="checkbox"/> One time <input type="checkbox"/> Routine task

2) TASK DESCRIPTION	
SPECIFIC TASK EVENT SEQUENCE	SEE ATTACHED <input type="checkbox"/>
1.	2.
3.	4.
5.	6.
7.	8.
9.	10.
11.	12.

3) HAZARD IDENTIFICATION AND RISK ASSESSMENT			
P= Probability of Occurrence/Exposure		C= Consequence	
Score		Score	
1	Very Likely	1	Extreme (death or permanent disablement),
2	Likely	2	Major (serious injury or illness),
3	Unlikely	3	Moderate (injury or illness requiring minor medical intervention)
4	Very Unlikely	4	Minor (injury requiring first aid only, no lost time)

**To determine the significance of the risk posed by each hazard identified, determine the Risk Rating by multiplying the probability of occurrence (P) by the severity of the consequence(C).**

RR = Risk Rating (C x P)	
Score	
1-3	Immediate corrective actions required before proceeding with task
4-5	Corrective actions to be determined and applied accordingly as the task proceeds
6-7	Minimal action required. Personnel to be made aware of the hazard

# Hazard Assessment Form

	P	C	RR		P	C	RR
<b>CHEMICAL</b>				<b>PHYSICAL</b>			
o Flammable Materials				o Mobile Equipment			
o Combustible Materials				o Electrical equipment			
o Compressed Gases				o Temperature Extremes			
o Toxic Materials				o Working Near /On Water			
o Corrosive Materials				o Working at height			
o Reactive Materials				o High noise levels			
o PCBs				o Excavations/ Trenching			
o Asbestos				o Confined spaces			
o Dust /particulates				o Material Handling			
o PAHs				o Housekeeping			
o VOCs				o Lifting techniques (repetitive motions)			
o Other ( )				o Material storage			
o Other ( )				o Radiation			
<b>BIOLOGICAL</b>				o Overhead Power Utility			
o Insects				o Proximity to Traffic			
o Vegetation				o Slip/Trip Hazards			
o Blood borne pathogens				o Buried Utilities			
o Fungus/moulds				o Vibration			
o Parasites				o Remote locations			
o Bacterial				o Lighting			
o Viruses				o Overhead work being conducted			
o Other ( )				o Other ( )			

4) CONTROL MEASURES			
*- list the steps from the Task Description (Section 2) that apply to each specific hazard			
Hazard	RR	Applies to steps*	Description and Control Measure(s)

# Hazard Assessment Form


## 5) PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS

Item	Y/N	Specify
Head Protection		
Eye Protection		
Hand Protection		
Body Protection		
Hearing Protection		
Foot Protection		
Fall Protection		
High Visibility Clothing		
Respiratory Protection		
Other		

## 6) OTHER SAFETY EQUIPMENT AND SERVICES

o First Aid Kit	o Sign In/Out Procedure	o WHMIS labels/sheets
o Fire Extinguisher	o Traffic Control	o Lock Out/Tag Out Kit
o Eye Wash Station	o Utility Locates	o Air Monitoring- Gases/Vapours
o Communication System	o Qualified First Aid Personnel	o Air Monitoring - Particulates
o Site Control Fencing/Zones	o Site Security	

## 7) APPLICABLE SAFETY PROCEDURES

Procedure #	Name/Description

# Hazard Assessment Form

8) ADDITIONAL COMMENTS:

I HAVE READ OR BEEN BRIEFED ON THE HAZARDS AND PROTECTIVE MEASURES IDENTIFIED FOR THE ABOVE-LISTED TASK AND FULLY UNDERSTAND THE TASK-SPECIFIC REQUIREMENTS THAT HAVE BEEN ESTABLISHED FOR IT.			
DATE	EMPLOYEE NAME	EMPLOYEE SIGNATURE	EMPLOYER NAME

APPROVAL SIGNATURES	
SUPERVISOR/MANAGER:	SAFETY REPRESENTATIVE:



**APPENDIX C – RECORD OF WORKPLACE INSPECTION/SUBSTANDARDS  
IDENTIFICATION FORM**

<b>Doc. No.</b>	
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### Record of Workplace Inspection/Substandards Identification

<b>Element:</b>		<b>Contractor:</b>	
<b>Observations By:</b>		<b>Date/Time:</b>	

<b>Were hazardous or sub-standard conditions observed (YES / NO)?</b> <b>Indicate substandard condition(s) previously identified (include date)</b>		
<b>Reported to:</b>	<b>Title:</b>	<b>Time:</b>
<b>Corrective actions report required</b> _____		<b>By (date)</b> _____

Signature: \_\_\_\_\_

Date (Y/M/D): \_\_\_\_\_

### **Verification of Corrective Actions:**

Provide details on the Corrective Actions taken (or to be taken) on the Hazards/Substandard Conditions identified above.	
Site Superintendent:	Date (Y/M/D):

## **APPENDIX D - INCIDENT REPORT/INVESTIGATION FORM**

## **Incident Report/Investigation Form**

<b>Project</b>		<b>Date/Time:</b>	
<b>Location:</b>		<b>Employer:</b>	
<b>Reported To:</b>		<b>Reported By:</b>	

<b>Incident Category:</b>							
	Serious/Major Personal Injury		Minor Personal Injury		Personal Illness		Fire
	Near Miss		Hazardous Material Release		Explosion/Flash		Vehicle
							Property/Equipment Damage
							Other

<b>In the event of personal injury, complete the following:</b>							
	No Aid required		First Aid Provided		Medical Aid		No Lost Time
							Lost Time

<b>Injury Type</b>							
	Bruise		Burn		Cut		Crush
	Lift		Electric shock		Inhalation		Heat
	Swelling		Concussion		Cold Stress		Heat Stress
							Other
							Strain
							Abrasion
							Puncture
							Twist
							Dermatitis

<b>Part of Body (Left or Right) [   ]</b>							
	Head		Face		Eye		Ear
	Lungs		Abdomen		Groin		Back-upper
	Buttock		Shoulder		Arm		Wrist
	Leg		Knee		Ankle		Toe B2345
							Neck
							Back- middle
							Back-lower
							Hand
							Finger T2345
							Other

<b>Incident Description:</b>	
Who was involved?	
Where did the incident occur?	
What happened to cause the incident?	
Why did the incident occur?	

<b>Incident Type:</b>							
	Overexertion/		Caught in/between		Slip/Trip		Fall from same level
	Struck by		Struck Against		Contact With		Fall from elevation
	Repetitive Strain		Body Reaction		Lifting		Inhalation of
							Other

## **Incident Report/Investigation Form**

<b>Possible Immediate Cause(s): check all that apply</b>			
<b>Substandard Acts or Practices</b>		<b>Substandard Conditions</b>	
<input type="checkbox"/>	Failure to follow procedures or rules	<input type="checkbox"/>	Inadequate/defective guarding or protective devices
<input type="checkbox"/>	Improper Use of Tools or Equipment	<input type="checkbox"/>	Poor housekeeping
<input type="checkbox"/>	Operating at improper speeds	<input type="checkbox"/>	Lack of PPE
<input type="checkbox"/>	PPE not used or improperly used	<input type="checkbox"/>	Use of defective tools
<input type="checkbox"/>	Operator inattention	<input type="checkbox"/>	Improperly prepared vehicles
<input type="checkbox"/>	Operation of equipment without authority	<input type="checkbox"/>	Noise
<input type="checkbox"/>	Taking shortcuts	<input type="checkbox"/>	Temperature extremes
<input type="checkbox"/>	Use of defect tools	<input type="checkbox"/>	Hazardous Conditions (chemicals, dust, etc)
<input type="checkbox"/>	Servicing of equipment in operation	<input type="checkbox"/>	Weather Conditions
<input type="checkbox"/>	Removal or disabling of safety devices	<input type="checkbox"/>	Congestion or restricted movement
<input type="checkbox"/>	Improper Loading	<input type="checkbox"/>	Energized electrical systems
<input type="checkbox"/>	Horseplay	<input type="checkbox"/>	Inadequate or excessive illumination
<input type="checkbox"/>	Failure to warn or secure	<input type="checkbox"/>	Inadequate maintenance
<input type="checkbox"/>	Other ( )	<input type="checkbox"/>	Other ( )
<b>Basic (root) Cause(s): check all that apply</b>			
<b>Personal Factors</b>		<b>Job Factors</b>	
<input type="checkbox"/>	Not physically suited to the task	<input type="checkbox"/>	Unclear assignment of responsibilities
<input type="checkbox"/>	Inadequate assessment of skill level	<input type="checkbox"/>	Lack of policies, procedures or standards
<input type="checkbox"/>	Lack of knowledge or practice	<input type="checkbox"/>	Lack of training
<input type="checkbox"/>	Past rewarding of poor practices	<input type="checkbox"/>	Inadequate supervision
<input type="checkbox"/>	Physical Stress or fatigue	<input type="checkbox"/>	Inadequate corrective actions to prior incidents
<input type="checkbox"/>	Mental Stress or fatigue	<input type="checkbox"/>	Lack of communication
<input type="checkbox"/>	Poor judgment	<input type="checkbox"/>	Inadequate engineering standards, specifications or design
<input type="checkbox"/>	Lack of motivation	<input type="checkbox"/>	Inadequate work planning
<input type="checkbox"/>		<input type="checkbox"/>	Inadequate preventative maintenance
<input type="checkbox"/>		<input type="checkbox"/>	Inadequate material purchased for job
<input type="checkbox"/>		<input type="checkbox"/>	Lack of identification of hazardous materials
<input type="checkbox"/>		<input type="checkbox"/>	Improper Handling of materials
<input type="checkbox"/>		<input type="checkbox"/>	Tools- poor assessment of needs and risks
<input type="checkbox"/>		<input type="checkbox"/>	Tools- Inadequate adjustment or repairs
<input type="checkbox"/>		<input type="checkbox"/>	Failure to identify and remove defective tools
<input type="checkbox"/>		<input type="checkbox"/>	Lack of consideration of human factors (ergonomics)
<input type="checkbox"/>	Other ( )	<input type="checkbox"/>	Other ( )
<b>Corrective Action Plan</b>			<b>Target Date:</b>
<b><u>Supervisors Signature:</u></b>			<b><u>Date:</u></b>

**Submitted By:** \_\_\_\_\_ **Date** \_\_\_\_\_