

## **PART 1 - GENERAL**

### **1.1 RELATED WORK**

- .1 Section 01 35 24 - Special Procedures on Fire Safety Requirements.
- .2 Section 01 35 25 - Special Procedures on Lockout Requirements.

### **1.2 SUBMITTALS**

- .1 Submit to Departmental Representative copies of the following documents, including updates:
  - .1 Site Specific Health and Safety Plan.
  - .2 Building Permit, compliance certificates and other permits obtained.
  - .3 Reports or directions issued by Federal and Provincial inspectors or other Authority having jurisdiction.
  - .4 Accident or Incident Reports.
  - .5 MSDS data sheets.
  - .6 Name of Contractor's Representative(s) designated to perform full time health and safety supervision on site.
  - .7 Letter of Good Standing/Certificate of Clearance from the Provincial Worker's Compensation Board.
- .2 Medical Surveillance: Obtain and maintain worker medical surveillance documentation for work posing a potential health hazard to workers as stipulated in Federal or Provincial Occupational Health and Safety Regulations. Upon request, submit copy of documentation to Departmental Representative.
- .3 Upon request by Departmental Representative, submit reports and other documentation as stipulated to be produced and maintained by Federal and Provincial Occupational Health and Safety Regulations and as specified herein.
- .4 Submit above documents in accordance with the submittal procedures specified in Section 01 33 00.

### **1.3 COMPLIANCE REQUIREMENTS**

- .1 Comply with the Occupational Health and Safety Act for the Province of Newfoundland and Labrador, and the Occupational Health & Safety Regulations made pursuant to the Act.
- .2 Comply with Canada Labour Code Part II, and the Canada Occupational Safety and Health Regulations made under Part II of the Canada Labour Code.

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**1.3 COMPLIANCE REQUIREMENTS**  
**(CONT'D)**

- .3 Observe and enforce construction safety measures required by:
  - .1 National Building Code of Canada, latest edition, Part 8;
  - .2 Provincial Worker's Compensation Board;
  - .3 Municipal statutes and ordinances.
- .4 In event of conflict between any provisions of above authorities the most stringent provision will apply. Should a dispute arise in determining the most stringent requirement, Departmental Representative will advise on the course of action to be followed.
- .5 A copy of the Canada Labour Code Part II may be obtained by contacting:  
Canadian Government Publishing  
Public Works & Government Services Canada Ottawa, Ontario, K1A 0S9  
Tel: (819) 956-4800 (1-800-635-7943)  
Publication No. L31-85/2000 E or F
- .6 Maintain Workers Compensation Coverage for duration of Contract. Submit a current letter of Good Standing to Departmental Representative when submitting site specific Health and Safety Plan and with each Request for Progress Payment.

**1.4 RESPONSIBILITY**

- .1 Be responsible for health and safety of persons on site, of property and for protection of persons circulating adjacent to work operations to extent that they may be affected by conduct of the Work.
- .2 Enforce compliance by all workers, subcontractors and other persons granted access to work site with safety requirements of Contract Documents, applicable federal, provincial, and local statutes, regulations, and ordinances, and with site-specific Health and Safety Plan.

**1.5 SITE CONTROL AND ACCESS**

- .1 Control work site and entry points to construction areas.
  - .1 Delineate and isolate construction areas from other areas of site by use of appropriate means.
  - .2 Post notices and signage at entry points and at other strategic locations identifying that entrance onto site to be restricted to authorized persons only.

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### **1.5 SITE CONTROL AND ACCESS** **(CONT'D)**

- .1 (cont'd)
  - .3 Signage must be professionally made bilingual (in both official languages) or display internationally understood graphic symbols.
- .2 Approve and grant access to site only to workers and authorized persons.
  - .1 Immediately stop non-authorized persons from circulating in construction areas and remove from site.
  - .2 Provide site safety orientation to all persons before granting access. Advise of site conditions, hazards and mandatory safety rules to be observed on site.
- .3 Secure site at night time to extent required to protect against unauthorized entry. Provide security guard where protection cannot be achieved by other means.
- .4 Ensure persons granted access to site wear appropriate personal protective equipment (PPE) suitable to work and site conditions.
  - .1 Provide such PPE to authorized persons who require access to perform inspections or other approved purposes.

### **1.6 PROTECTION**

- .1 Carry out work placing emphasis on health and safety of public, facility personnel, construction workers and protection of the environment.
- .2 Erect safety barricades, lights and signage on site to effectively delineate work areas, protect pedestrian and vehicular traffic around and adjacent to work, and to create a safe working environment.
  - .1 Erect fences, hoarding, protective barriers and temporary lighting as required. See Section 01 56 00 for minimum acceptable barricades.
- .3 Should unforeseen or peculiar safety related hazard or condition become evident during performance of work, immediately take measures to rectify the situation and prevent damage or harm. Advise Departmental Representative verbally and in writing.

### **1.7 PERMITS**

- .1 Obtain building permit licenses, compliance certificates and other permits as specified in Section 01 10 10 before and during progress of work. Post on site.

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**1.7 PERMITS**  
**(CONT'D)**

- .2 Where particular permit or compliance certificate cannot be obtained at the required stage of work, notify Departmental Representative in writing and obtain Departmental Representative's approval to proceed prior to carrying out that portion of work.

**1.8 HAZARD ASSESSMENTS**

- .1 Conduct site specific health and safety hazard assessment before commencing project and during course of work identifying risks and hazards resulting from site conditions, weather conditions and work operations.
  - .1 Perform on-going assessments addressing new risks and hazards as work progresses (including when new subtrade or sub-contractor arrives on site).
  - .2 Also, conduct assessment when the scope of work has been changed by Change Order and when potential hazard or weakness in current health and safety practices are identified by Departmental Representative or by an authorized safety representative.
- .2 Record results in writing and address in Health and Safety Plan.
- .3 Keep copy of all assessments on site.

**1.9 PROJECT/SITE CONDITIONS**

- .1 The following are known or potential project related safety hazards at site:
  - .1 Working in close proximity of water.
  - .2 Use of water crafts and floating platforms.
  - .3 Wet and slippery conditions.
  - .4 Inclement weather.
  - .5 Potential structural weaknesses of existing structures.
  - .6 Heavy equipment activity in the area.
  - .7 Heavy lifting.
  - .8 Working from heights.
  - .9 Cutting tools and other construction/power tools.
  - .10 Overhead power/utility lines.
  - .11 Risk of electric shock.
  - .12 Vehicular/pedestrian traffic.
  - .13 Confined Spaces

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**1.9. PROJECT/SITE CONDITIONS**  
**(CONT'D)**

- .2 Above lists shall not be construed as being complete and inclusive of potential health and safety hazards encountered during work. Include above items into hazard assessment process.
- .3 Obtain from Departmental Representative, copy of MSDS Data sheets for existing hazardous products stored on site or being used by Facility personnel.

**1.10 HEALTH AND SAFETY MEETINGS**

- .1 Attend pre-construction health and safety meeting conducted by Departmental Representative. Have Contractor's Site Superintendent and Contractor's designated health and safety site supervisor in attendance. Departmental Representative will advise of date, time and location.
- .2 Conduct health and safety meetings and tool box briefings on site. Hold on a regular and pre-scheduled basis during entire work in accordance with requirements and frequency as stipulated in provincial Occupational Health and Safety Regulations.
  - .1 Keep workers informed of potential hazards and provide safe work practices and procedures to be followed.
  - .2 Take written minutes and post on site.
- .3 Conduct formal meetings on a minimum monthly basis.

**1.11 HEALTH AND SAFETY PLAN**

- .1 Develop written site-specific Project Health and Safety Plan, based on hazard assessments, prior to commencement of work.
  - .1 Submit copy to Departmental Representative within seven (7) calendar days of acceptance of bid.
  - .2 Submit updates as work progresses.
- .2 Health and Safety Plan shall contain three (3) parts with following information:
  - .1 Part 1 - Hazards: List of individual health risks and safety hazards identified by hazard assessment process.
  - .2 Part 2 - Safety Measures: Engineering controls, personal protective equipment and safe work practices used to mitigate hazards and risks listed in Part 1 of Plan.

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### **(CONT'D)**

#### **1.11 HEALTH AND SAFETY PLAN**

##### **(CONT'D)**

- .2 (cont'd)
  - .3 Part 3a: Emergency Response - Standard operating procedures, evacuation measures and emergency response in the occurrence of an accident, incident or emergency.
    - .1 Include response to all hazards listed in Part 1 of Plan.
    - .2 Evacuation measures to complement the Facility's existing Emergency Response and Evacuation Plan. Obtain pertinent information from Departmental Representative.
    - .3 List names and telephone numbers of officials to contact including:
      - .1 General Contractor and all sub-contractors.
      - .2 Federal and Provincial Departments as stipulated by laws and regulations of authorities having jurisdiction and local emergency resource organizations, as needed based on nature of emergency.
      - .3 Officials from PWGSC and site Facility Management. Departmental Representative will provide list.
  - .4 Part 3b: Site Communications:
    - .1 Procedures used on site to share work related safety issues between workers, subcontractors, and General Contractor.
    - .2 List of critical tasks and work activities, to be communicated with the Facility Manager, which has risk of affecting tenant operations, or endangering health and safety of Facility personnel and the general public. Develop list in consultation with the Departmental Representative.

- .3 Prepare Health and Safety Plan in a three column format, addressing the three parts specified above, as follows:

Column 1	Column 2	Column 3
Part 1	Part 2	Part 3a/3b
Identified	Safety	Emergency Response &
Hazard	Measures	Site Communications

- .4 Develop Plan in collaboration with subcontractors. Address work activities of all trades. Revise and update Plan as sub-contractors arrive on site.
- .5 Implement and enforce compliance with requirements of plan for full duration of work to final completion and demobilization from site.

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**1.11 HEALTH AND SAFETY PLAN**  
**(CONT'D)**

- .6 As work progresses, review and update Plan. Address additional health risks and safety hazards identified by on-going hazard assessments.
- .7 Post copy of Plan and updates, on site.
- .8 Submission of the Health and Safety Plan and updates, to the Departmental Representative, is for review and information purposes only. Departmental Representative's receipt, review and any comments made of the Plan shall not be construed to imply approval in part, or in whole, of such Plan by Departmental Representative, and shall not be interpreted as a warranty of being complete and accurate, or as a confirmation that all health and safety requirements of the Work have been addressed, and that it is legislative compliant. Furthermore, Departmental Representative's review of the Plan shall not relieve the Contractor of any of his legal obligations for Occupational Health and Safety provisions specified as part of the Work and those required by provincial legislation or those which would otherwise be applicable to the site of the work.

**1.12 SAFETY SUPERVISION AND INSPECTIONS**

- .1 Designate one (1) person to be present on site at all times, responsible for supervising health and safety of the work.
  - .1 Person to be competent in Occupational Health and Construction Safety as defined in the Provincial Occupational Health and Safety Act.
- .2 Assign responsibility, obligation and authority to such designated person(s) to stop work as deemed necessary for reasons of health and safety.
- .3 Conduct regularly scheduled informal safety inspections of work site on a minimum bi-weekly basis.
  - .1 Note deficiencies and remedial action taken in a log book or diary.
- .4 Conduct Formal Inspections on a minimum monthly basis.
  - .1 Use standardized safety checklist forms.
  - .2 Prepare written report for each inspection. Document deficiencies, remedial action needed and assign responsibility for rectification to appropriate subcontractor or worker.
  - .3 Distribute monthly reports to subcontractors for their pursuance.
  - .4 Follow-up and ensure appropriate action and corrective measures are taken.

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**1.12 SAFETY SUPERVISION AND INSPECTIONS**  
**(CONT'D)**

- .5 Cooperate with site's Health and Safety Site Coordinator responsible for the entire site, should one be designated by Departmental Representative.
- .6 Keep inspection reports on site.

**1.13 TRAINING**

- .1 Ensure that all workers and other persons granted access to site are competently trained and knowledgeable on:
  - .1 Safe use of tools and equipment.
  - .2 How to wear and use personal protective equipment (PPE).
  - .3 Safe work practices and procedures to be followed in carrying out work.
  - .4 Site Conditions and minimum safety rules to be observed on site as given in site orientation session.
- .2 Maintain evidence and records of worker training.

**1.14 MINIMUM SITE SAFETY RULES**

- .1 Notwithstanding the requirement to abide by federal and provincial health and safety regulations, the following safety rules shall be considered minimum requirements to be obeyed by all persons granted access:
  - .1 Wear personal protective equipment (PPE) appropriate to function and task on site; the minimum requirements being hard hat, safety footwear and eye protection and for work on or near water, a personal flotation device.
  - .2 Immediately report unsafe activity or condition at site, near-miss accident, injury and damage.
  - .3 Maintain site in tidy condition.
  - .4 Obey warning signs and safety tags.
- .2 Brief workers on site safety rules, and on the disciplinary measures to be taken by Departmental Representative for violation or non-compliance of such rules. Post rules on site.
- .3 The following actions or conduct by Contractor, workers and sub-contractors will be considered as non conformance with the health and safety requirements of the contract for which a Non-Compliance Notification will be issued to the General Contractor by the Departmental Representative:



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**1.14 MINIMUM SITE SAFETY RULES**  
**(CONT'D)**

- .3 (cont'd)
  - .1 Failure to follow the minimum site safety rules specified above.
  - .2 Negligence resulting in serious injury or major property damage.
  - .3 Deliberate non-compliance with Federal and Provincial Acts and Regulations.
  - .4 Falsification of information in Workers Compensation Reports, safety reports and other health and safety related documents submitted to Departmental Representative or to Authority having jurisdiction.
  - .5 Possession of firearms on site.
  - .6 Possession of non-prescriptive illegal drugs or alcohol.
  - .7 Action, or lack thereof, resulting in the issuance of Warnings, Fines or Stop Work Orders from a Provincial Authority having jurisdiction.
  - .8 Violation of other specified health and safety rules and requirements as determined by Departmental Representative.
- .4 See elsewhere in this section for details on Non-Compliance Notifications and resulting disciplinary measures.

**1.15 ACCIDENT REPORTING**

- .1 Investigate and report the following incidents and accidents:
  - .1 Those as required by Provincial Occupational Health and Safety Act and Regulations.
  - .2 Injury requiring medical aid as defined in the Canadian Dictionary of Safety Terms-1987, published by the Canadian Society of Safety Engineers (C.S.S.E) as follows:
    - .1 Medical Aid Injury: any minor injury for which medical treatment was provided and the cost of which is covered by Workers' Compensation Board of the province in which the injury was incurred.
    - .3 Property damage in excess of \$5,000.00.
    - .4 Interruption to Facility operations with potential loss to a Federal Department in excess of \$5,000.00.
    - .5 Those which require notification to Workers Compensation Board or other regulatory agencies as stipulated by applicable law or regulations.
- .2 Send written report to Departmental Representative for all above cases.

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**1.16 TOOLS AND EQUIPMENT SAFETY**

- .1 Routinely check and maintain tools, equipment and machinery for safe operation.
- .2 Conduct checks as part of site safety inspections. When requested, submit proof that checks and maintenance have been carried out.
- .3 Tag and immediately remove from site items found faulty or defective.

**1.17 HAZARDOUS PRODUCTS**

- .1 Comply with requirements of Workplace Hazardous Materials Information System (WHMIS).
- .2 Keep MSDS data sheets for all products delivered to site. Post on site. Submit copy to Departmental Representative upon receipt.

**1.18 BLASTING**

- .1 Blasting or other use of explosives is not permitted without prior written instructions from Departmental Representative.
- .2 Do blasting operations in accordance with local and provincial codes.

**1.19 POWDER ACTUATED DEVICES**

- .1 Use powder actuated fastening devices only after receipt of written permission from Departmental Representative.

**1.20 CONFINED SPACES**

- .1 Carry out work in confined spaces in compliance with:
  - .1 Provincial Occupational Health and Safety Regulations; and
  - .2 Canada Occupational Safety and Health Regulations (COSH) made under the Canada Labour Code - Part II.
- .2 Conduct hazard assessment and address in Safety Plan before entering confined space.

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**1.20 CONFINED SPACES**  
**(CONT'D)**

- .3 Provide and maintain equipment and PPE as required for the safety and emergency evacuation of persons entering confined spaces.
- .4 Provide training to persons who will be entering and to those persons who will be assisting in the confined space entry process. Training to be specialized instructions beyond basic confined space entry information as required to suit type and conditions of confined space.
- .5 Safety for Inspectors:
  - .1 Upon request, provide PPE and training to Departmental Representative and to other authorized persons, for the purpose of entering confined space to conduct inspections.
  - .2 Be responsible for the efficacy of the equipment and safety of such persons during their entry and occupancy in the confined space.

**1.21 POSTING OF DOCUMENTS**

- .1 Post on site safety documentation as stipulated by Authorities having jurisdiction and as specified herein. Place in a common visible location.

**1.22 SITE RECORDS**

- .1 Maintain on site a copy of all health and safety documentation and reports specified to be produced as part of the work and received from authorities having jurisdiction.
- .2 Upon request, make available to Departmental Representative, or authorized safety representative, for review. Provide copy when directed by Departmental Representative.

**1.23 NON COMPLIANCE AND DISCIPLINARY MEASURES**

- .1 Immediately address and correct health and safety violations and non-compliance issues.

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**1.23 NON COMPLIANCE AND DISCIPLINARY MEASURES**  
**(CONT'D)**

- .2 Negligence or failure to follow occupational health and safety provisions specified in the Contract Documents and those of applicable laws and regulations could result in disciplinary measures taken by the Departmental Representative against the General Contractor.
- .3 PWGSC uses a system of Non-Compliance Notifications and Disciplinary Measures on projects as follows:
  - .1 A non-compliance notification is issued to the General Contractor, by the Departmental Representative, whenever there is a violation or non-compliance of the project's health and safety requirements and of those of Provincial and Federal regulations by any worker, sub-contractor or other person to whom the Contractor has granted access to the work site.
  - .2 Non-compliance notifications are progressive in nature resulting in disciplinary measures imposed depending on the frequency, nature and severity of the infraction.
  - .3 Disciplinary measures could include:
    - .1 Removal of the offending person or party from site;
    - .2 Financial penalties in the form of progress payment reduction or holdback assessments made against the Contract; and
    - .3 Taking the Work Out of Contractor's Hands in accordance with the General Conditions.
- .4 Departmental Representative will make final decision as to what constitutes a violation and when to issue a Non-compliance Notification.
- .5 Non-compliance Notifications issued by Departmental Representative shall not be construed as to overrule or disregard warnings, orders and fines levied against Contractor by a regulatory agency having jurisdiction.
- .6 Each non-compliance notification issued is given a numerical rating based on a three (3) level numbering system. Each level is progressive in nature to reflect:
  - .1 The seriousness of the infraction as viewed by the Departmental Representative.
  - .2 The degree of disciplinary action which will be taken by the Departmental Representative.
- .7 Numerical ratings are as follows:
  - .1 Non-compliance Notification-Level No. 1 Rating:
    - .1 Situation: occurrence of a first time infraction by a person or party on site.

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**1.23 NON COMPLIANCE AND DISCIPLINARY MEASURES  
(CONT'D)**

- .7 (cont'd)
  - .1 (cont'd)
    - .2 Action: verbal warning to General Contractor, documented in Departmental files and copy sent to the General Contractor.
  - .2 Non-compliance Notification-Level No. 2 Rating:
    - .1 Situation:
      - .1 The second occurrence of a previous infraction by the same person or party on site; or
      - .2 Accumulation of several level-1 notifications for different infractions by the same person or party on site; or
      - .3 Non-action on the part of the Contractor or subcontractor to rectify non-compliance infractions previously identified in one or several level-1 notifications; or
      - .4 Violation or non-observance of a Federal or Provincial Safety Law or Regulation by sub-contractor or Contractor; or
      - .5 Negligence by a person or party resulting in injury or major property damage.
    - .2 Action: written notice to General Contractor complete with an order for immediate remedial action to be taken. Depending on the severity of the offense, the order may include request for the immediate removal of the offending person or party from site.
  - .3 Non-compliance Notification-Level No. 3 Rating:
    - .1 Situation:
      - .1 Continued and repeated non-compliance with health and safety requirements by the General Contractor or by sub-contractor(s); or
      - .2 The occurrence of a serious accident on site resulting in serious bodily injury or death.
    - .2 Action:
      - .1 Formal letter issued to General Contractor with an order to “Immediately Stop Work” until so notified to proceed.
      - .2 Review of all non-compliance and/or accident occurrences in the project with possible investigation by the Department of PWGSC.
      - .3 Based on outcome of the review/investigation, work could be suspended or taken out of the Contractor’s hands in accordance with the General Conditions.
    - .3 The term “serious accident” used herein shall have the same meaning as defined in the Canadian Dictionary of Safety Terms - 1987 issue from the Canadian Society of Safety Engineers (C.S.S.E.).

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**1.23 NON COMPLIANCE AND DISCIPLINARY MEASURES**  
**(CONT'D)**

- .8 Decision on which rating level to be placed on any given Non-Compliance Notification will be determined solely by Departmental Representative.
- .9 Further details on the disciplinary system will be provided at the pre-construction Health and Safety meeting after contract award.
- .10 Be responsible to fully brief workers and sub-contractors on the operation and importance of this system.

**1.24 DIVING OPERATIONS**

- .1 All diving work to comply fully with the requirements of the latest editions of CSA Standard Z275.2 “Occupational Safety Code for Diving Operations”, CSA Z275.4, “Competency Standards for Diving Operations”, and CSA Z180.1, “Compressed Breathing Air and Systems”.
- .2 Dive personnel must meet the minimum competency requirements of the latest edition of CSA Z275.4 and all divers must possess a valid Category I Diving Certificate, or an unrestricted surface supply certificate.
- .3 Diving in free-swim mode is not permitted at the work site.
- .4 Divers must have a current (less than one year) validated medical examination certificate from a licensed diving physician in Newfoundland and Labrador, who is knowledgeable and competent in diving and hyperbaric medicine, for all dives.