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**Washroom Buildings Recapitalization  
Buildings 32, 34 & 38  
Newman Sound Campground  
Terra Nova National Park, NL  
Proj. No.: R.079272.001**

Issued April 4, 2016

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## **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 and other Authorities having jurisdiction.
  - .4 Accident or Incident Reports
  - .5 MSDS data sheets.
  - .6 Name of Contractor's representative designated to perform full time health and safety supervision on site.
  - .7 Name of person designated as Health and Safety Site Coordinator.
- .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 Safety and Health 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 Regulations made pursuant to the Act.
- .2 Observe and enforce construction safety measures required by:
  - .1 2005 National Building Code of Canada, Part 8;
  - .2 Provincial Worker's Compensation Board;
  - .3 Municipal statutes and ordinances.
- .3 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.
- .4 A copy of the Canada Labour Code Part II may be obtained by contacting:

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- .5 Maintain Workers Compensation Coverage for duration of Contract. Submit Letter of Good Standing to Departmental Representative upon request.

#### **1.4 RESPONSIBILITY**

- .1 Contractor shall 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, sub-contractors 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 entrance onto site to be restricted to authorized persons only.
  - .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.
- .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.

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## **1.6 PROTECTION**

- .1 Carry out work placing emphasis on health and safety of the 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 and temporary lighting as required.
- .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 FILING OF NOTICE**

- .1 File Notice of Project and other Notices with Provincial authorities prior to commencement of Work.
  - .1 Departmental Representative will assist in locating address for Filing Notice of Project if needed.

## **1.8 PERMITS**

- .1 Obtain building permit, licenses, compliance certificates and other permits as required, and specified. All permits shall be posted on site and a copy of all permits shall be submitted to the Departmental Representative.
- .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.

## **1.9 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.

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- .3 Keep copy of all assessments on site.

#### **1.10 HEALTH AND SAFETY MEETINGS**

- .1 Attend pre-construction health and safety meeting conducted by Departmental Representative. Have following persons in attendance:
  - .1 Site Superintendent
  - .2 Contractor's designated Health and Safety Site Supervisor
  - .3 Health & Safety Site Coordinator.
  - .4 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.

#### **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 14 calendar days of Contract Award.
  - .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.
  - .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 Subcontractors.
      - .2 Federal and Provincial Departments as stipulated by laws and regulations of authorities having jurisdiction and local emergency resource organizations, as needed base on nature of emergency.
      - .3 Officials from PWGSC and site Facility management. Departmental Representative will provide list.
  - .4 Part 3b - Site Communications:

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- .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 &
Hazards	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.
- .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 hold 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 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

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Provincial Occupational Health And Safety Act.

- .2 Assign responsibility, obligation and authority to such designated person 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 of 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.
- .5 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 at site orientation session.

### **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 site access:
  - .1 Wear personnel protective equipment (PPE) appropriate to function and task on site; the minimum requirements being hard hat, safety footwear and eye protection.
  - .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 disciplinary measures to be taken by Departmental Representative for violation or non compliance of such rules. Post rules on site.

### **1.15 ACCIDENT REPORTING**

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- .1 Investigate and report the following incidents and accidents:
  - .1 Those as required by Provincial Occupational Safety and Health 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 Departmental Representatives (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 \$5000.00,
  - .4 Interruption to Facility operations with potential loss to a Federal Dept. in excess of \$5000.00,
  - .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.

#### **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 POWDER ACTUATED DEVICES**

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

#### **1.19 CONFINED SPACES**

- .1 Carry out work in confined spaces in compliance with:
  - .1 Provincial Occupational Safety and Health Regulations and;
  - .2 Canada Occupational Safety and Health Regulations (COSH) made under the Canada Labour Code - Part II.

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- .2 Conduct hazard assessment and address in Safety Plan before entering confined space.
- .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.

#### **1.20 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.

#### **1.21 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.

#### **1.22 NON COMPLIANCE AND DISCIPLINARY MEASURES**

- .1 Immediately address and correct health and safety violations and non-compliance issues.
- .2 Negligence or failure to follow occupational health and safety provisions specified in the Contract Documents and of 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, subcontractor 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 Document "C".



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- .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.

### **1.23 HEALTH AND SAFETY SITE COORDINATOR**

- .1 Obtain and employ, as part of the Work, the services of a competent person to be designated as the Health and Safety Site Coordinator.
- .2 Health and Safety Site Coordinator shall have the following duties and responsibilities:
  - .1 Monitor activities of other General Contractors, and their subcontractors, who are performing work concurrently at the site or Facility to ensure a continued safe work environment on site at all times. General Contractors to be monitored are listed in clause 1.25.5 below.
  - .2 Verify that activities of a particular contractor do not conflict with other contractors, posing a health risk or creating a safety hazard to workers, Facility employees and the general public at the site.
  - .3 Assist Departmental Representative and Contractors in the coordination of various on-going construction activities as they relate to maintaining health and safety on site. Follow Departmental Representative's directives in this regard.
  - .4 Communicate pertinent and critical information between various Contractors, Building Manager and Tenant representatives to maintain a safe work place.
  - .5 Report to Departmental Representative outstanding health and safety issues and concerns, not addressed by Contractor(s).
  - .6 Assist Departmental Representative and Contractors in the process of granting and controlling site access to only persons so authorized. Help Contractors in the provision of site safety orientation sessions.
  - .7 Report incidents and accidents to Departmental Representative. Assist with investigations of accidents and incidents when directed by Departmental Representative.
  - .8 When delegated by Departmental Representative, review and issue to requesting Contractors the following:
    - .1 Written authorization to proceed with Hot Work in accordance with requirements of section 01 35 24 and;
    - .2 Written authorization of Request for Isolation in accordance with requirements of section 01 35 25.
  - .9 Assist Contractors on site in the development and functioning of a joint site specific health and safety committee, with representation from all Contractors on site. Committee structure, function and activities to meet with Provincial Occupational Health & Safety legislated requirements.
    - .1 Provide support to committee by preparing agenda items, notifying participants, taking and distributing minutes and carrying out other assigned secretarial duties.
  - .10 Attend Federal Employee Workplace Occupational Safety & Health committee meetings, when directed by Departmental Representative, as the representative of Contractors, and their workers, conducting work on site.

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- .3 Health and Safety Site Coordinator knowledge and qualifications requirements:
  - .1 Have minimum 2 years site related working experience specific to activities associated with construction safety,
  - .2 Have working knowledge of occupational health and safety act and regulations,
  - .3 Successful completion of an oral interview and/or written exam given PWGSC to evaluate qualifications as deemed required by Departmental Representative.
  - .4 Be present on site at frequency intervals of 2 weeks during execution of work, and report to Departmental Representative.
- .4 Within 7 days after contract award, submit to Departmental Representative for review, Site Coordinator's name, and information to substantiate qualifications specified in above clause.