

**PART 1**      **GENERAL**

**1.1**            **REFERENCES**

- .1      Code and standards referenced in this section refer to the latest edition thereof.
- .2      Canadian Standards Association (CSA)
  - .1      FCC No. 301 Standard for Construction Operations.
- .3      Transportation of Dangerous Goods Act Regulations.
- .4      Newfoundland Occupational Health and Safety Act, Amended
- .5      Consolidated Newfoundland and Regulations 1149 WMIS Regulations Under the Occupational Health and Safety Act
- .6      Consolidated Newfoundland and Regulations 1165 Occupational Health and Safety Regulations under the Occupational Health and Safety Act.
- .7      Canada Labour Code, Part 2, Canada Occupational Safety and Health Regulations.
- .8      National Building Code of Canada.

**1.2**            **RELATED SECTIONS**

- .1      Section 01 33 00 – Submittal Procedures
- .2      Section 01 35 43 - Environmental Procedures

**1.3**            **SUBMITTALS**

- .1      Submit to Departmental Representative copies of the following document within 7 days after date of notice to proceed, including updates:
  - .1      Site Specific Health and Safety Plan.
  - .2      On Site Contingency and Emergency Response Plan: address standard operating procedures to be implemented during emergency situations.
  - .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 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
- .5 Acceptance of the Project Health and Safety Risk Assessment and Management Plan and other submitted documents by the Departmental Representative shall only be viewed as acknowledgement that the contractor has submitted the required documentation under this specification section.
- .6 The Departmental Representative makes no representation and provides no warranty for the accuracy, completeness and legislative compliance of the Project Health and Safety Risk Management Plan and other submitted documents by this acceptance.
- .7 Responsibility for errors and omissions in the Project Health and Safety risk Assessment and Management Plan and other submitted documents is not relieved by acceptance by the Departmental Representative.

#### **1.4 OCCUPATIONAL HEALTH AND SAFETY (PROJECT HEALTH AND SAFETY RISK ASSESSMENT AND MANAGEMENT PLANS)**

- .1 Conduct operations in accordance with latest edition of the Newfoundland Occupational Health and Safety (OH&S) Act and Regulations.
- .2 Prepare a detailed Project Health and Safety Risk Assessment and Management Plan for the Departmental Representative. Assessment shall identify, evaluate and control job specific hazards and the necessary control measures to be implemented for managing hazards.
- .3 Provide a copy of the Project Health and Safety Risk Assessment and Management Plan to the Departmental Representative.
- .4 The written Health and Safety Risk Assessment and Management Plan shall incorporate the following:
  - .1 A site-specific health and safety plan, refer to clause 1.5 Site-Specific Health and Safety Risk Assessment and Management Plan of this section for requirements.
  - .2 An organizational structure which shall establish the specific chain of command and specify the overall responsibilities of contractors employees at the work site.
  - .3 A comprehensive workplan which shall:
    - .1 define work tasks and objectives of site activities/operations and the logistics and resources required to reach these tasks and objectives.

- .2 establish personnel requirements for implementing the plan.
- .3 establish site specific training and notification requirements and schedules.
- .4 A personal protected equipment (PPE) Program which shall detail PPE:
  - .1 Selection criteria based on site hazards.
  - .2 Use, maintenance, inspection and storage requirements and procedures.
  - .3 Decontamination and disposal procedures.
  - .4 Inspection procedures prior to during and after use, and other appropriate medical considerations.
  - .5 Limitations during temperature extremes, heat stress and other appropriate medical consideration.
- .5 An emergency response procedure, refer to Clause 1.6 Supervision and Emergency Response Procedure of this section for requirements.
- .6 A hazard communication program for informing workers, visitors and individuals outside of the work area as required.
- .7 A health and safety training program.
- .8 General safety rules.
- .5 Periodically review and modify as required each component of the Project Health and Safety Risk Assessment and Management Plan when a new hazard is identified during completion of work and when an error or omission is identified in any part of the Project Health and Safety Risk Assessment and Management Plan.
- .6 Implement all requirements of the Project Health and Safety Risk Assessment and Management Plan.
  - .1 Ensure that every person entering the project site is informed of requirements under the Project Health and Safety Risk Assessment and Management Plan.
  - .2 Take all necessary measures to immediately implement any engineering controls, administrative controls, personal protective equipment required or termination of work procedures to ensure compliance with the Project Health and Safety Risk Assessment and Management Plan.

## **1.5 SITE SPECIFIC 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 with 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.

- .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.
- .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.

## **1.6 SUPERVISION AND EMERGENCY RESCUE PROCEDURE**

- .1 Carry out work under the direct supervision of competent persons responsible for safety by ensuring the work complies with the appropriate section of OH&S Act and Regulations
- .2 Assign a sufficient number of supervisory personnel to the work site.
- .3 Provide a suitable means of communications for workers required to work alone.
- .4 Develop an emergency rescue plan for the job site and ensure that supervisors and workers are trained in the emergency rescue plan.
- .5 The emergency response plan shall address, as a minimum:
  - .1 Pre-emergency planning.
  - .2 Personnel roles, lines of authority and communication.
  - .3 Emergency recognition and prevention.
  - .4 Safe distances and places of refuge.
  - .5 Site security and control
  - .6 Evacuation routes and procedures
  - .7 Decontamination procedures which are not covered by the site specific safety and health plan.
  - .8 Emergency medical treatment and first aid.
  - .9 Emergency alarm, notification and response procedures including procedures for reporting incidents to local, provincial and federal government departments.
  - .10 PPE and emergency equipment.
  - .11 Procedures for handling emergency incidents.
  - .12 Site specific emergency response training requirements and schedules.
- .6 The emergency response procedures shall be rehearsed regularly as part of the overall training program.
- .7 Provide adequate first aid facilities for the jobsite and ensure that a minimum number of workers are trained in first aid in accordance with the First Aid Regulations.

**1.7 CONTRACTORS SAFETY OFFICER**

- .1 The contractor's Safety Officer will be solely responsible for the implementation and monitoring of the Project Health and Safety Risk Assessment and Management Plan, and will have the authority to implement health and safety changes as directed by the Departmental Representative. The Safety Officer shall have as a minimum:
  - .1 Completed training in hazardous occurrence management and response/protocols.
  - .2 Completed training in First Aid.
  - .3 Have working knowledge of occupational safety and health regulations.
  - .4 Be responsible for completing Contractor's Health and Safety Training Sessions and ensuring that personnel not successfully completing required training are not permitted to enter site to perform Work.
  - .5 Be responsible for implementing, enforcing daily and monitoring site-specific Contractor's Health and Safety Plan.
  - .6 Be on site during execution of Work and report directly to and be under direction of site supervisor.

**1.8 HEALTH AND SAFETY COMMITTEE**

- .1 Establish an Occupational Health and Safety Committee where ten or more workers are employed on the job site as per the OH&S Act and Regulations.
- .3 Be responsible for health and safety of persons on site, safety of property on site and for protection of persons adjacent to site and environment to extent that they may be affected by conduct of Work.
- .4 Comply with and enforce compliance by employees with safety requirements of Contract Documents, applicable federal, provincial, territorial and local statutes, regulations, and ordinances, and with site-specific Health and Safety Plan.

**1.9 RESPONSIBILITY**

- .1 Be responsible for health and safety of persons on site, safety of property on site and for protection of persons adjacent to site and environment to extent that they may be affected by conduct of Work.
- .2 Comply with and enforce compliance by employees with safety requirements of Contract Documents, applicable federal, provincial, territorial and local statutes, regulations, and ordinances, and with site-specific Health and Safety Plan.

**1.10 UNFORSEEN HAZARDS**

- .1 Should any unforeseen or peculiar safety-related factor, hazard, or condition become evident during performance of Work, follow procedures in place for Employee's Right to Refuse Work in accordance with Acts and Regulations of Province having jurisdiction. Advise the Departmental Representative verbally and in writing.

## **1.11 PROJECT SITE CONDITIONS**

- .1 The following are known or potential project related safety hazards at site:
  - .1 Inclement Weather.
  - .2 Heavy equipment activity in the area.
  - .3 Overhead and underground power/utility lines.
  - .4 Heavy Lifting.
  - .5 Cutting tools and other construction/power tools.
  - .6 Risk of electric shock.
  - .7 Vehicular/pedestrian traffic.
- .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.

## **1.12 INSTRUCTION AND TRAINING**

- .1 Workers shall not participate in or supervise any activity on the work site until they have been trained to a level required by this job function and responsibility. Training shall as a minimum thoroughly cover the following:
  - .1 Federal and Provincial Health and Safety Legislation requirements including roles and responsibilities of workers and person(s) responsible for implementing, monitoring and enforcing health and safety requirements.
  - .2 Limitations, use, maintenance and care of engineering controls and equipment.
  - .3 Limitations and use of emergency notifications and response equipment including emergency response protocol.
  - .4 Work practices and procedures to minimize the risk of an accident and hazardous occurrence from exposure to a hazard.
- .2 Provide and maintain training of workers, as required, by Federal and Provincial legislation.
- .3 Provide copies of all training certificates to the Departmental Representative for review, before a worker is to enter the work site.
- .4 Authorized visitors shall not access the work site until they have been:
  - .1 Notified of the names of persons responsible for implementing, monitoring and enforcing the health and Safety Risk Assessment and Management Plan.
  - .2 Briefed on safety and health hazards present on the site.
  - .3 Instructed in the proper use and limitations of personal protective equipment.
  - .4 Briefed as the emergency response protocol including notification and evacuation process.

- .5 Informed of practices and procedures to minimize risks from hazards and applicable to activities performed by visitors.

#### **1.13 CONSTRUCTION SAFETY MEASURES**

- .1 Observe construction safety measures of National Building Code, latest edition, Provincial Government, OH&S Act and Regulations, Workplace Health and Safety and Compensation Commission and Municipal Authority provided that in any case of conflict or discrepancy more stringent requirements shall apply.
- .2 Administer the project in a manner that will ensure, at all times, full compliance with Federal and Provincial Acts, regulations and applicable safety codes and the site Health and Safety Risk Assessment and Management Plan.
- .3 Provide Departmental Representative with copies of all orders, directions and any other documentation, issued by the Provincial Department of Government Services, Occupational Health and Safety branch immediately after receipt.

#### **1.14 POSTING OF DOCUMENTS**

- .1 Ensure applicable items, articles, notices and orders are posted in conspicuous location on site in accordance with Acts and Regulations of Federal, Province and authority having jurisdiction, and in consultation with the Departmental Representative.

#### **1.15 HEALTH AND SAFETY MONITORING**

- .1 Periodic inspections of the contractor's work may be carried out by the Departmental Representative to maintain compliance with the Health and Safety Program. Inspections will include visual inspections as well as testing and sampling as required.
- .2 The contractor shall be responsible for any and all costs associated with delays as a result of contractor's failure to comply with the requirements outlined in this section.

#### **1.16 NOTIFICATION**

- .1 The contractor shall, prior to the commencement of work, notify in writing the Work Place Health and Safety Division, Department of Labour with the following information:
  - .1 Name and location of construction site.
  - .2 Company name and mailing address of contractor doing the work.
  - .3 The number of workers to be employed.
  - .4 A copy of the Health and Safety Risk Assessment and Management Plan if requested.

#### **1.17 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 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.
    - .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 sub-contractor 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.).
- .8 Decision on which rating level to be placed on ant 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.

**1.18 WHMIS**

- .1 Ensure that all controlled products are in accordance with the Workplace Hazardous Materials Information System (WHMIS) Regulations and Chemical Substances of the OH&S Act and Regulations regarding use, handling, labelling, storage, and disposal of hazardous materials.
- .2 Deliver copies of relevant Material Safety Data Sheets (MSDS) to job site and the Departmental Representative. The MSDS must be acceptable to Labour Canada and Health and Welfare Canada for all controlled products that will be used in the performance of this work.
- .3 Train workers required to use or work in close proximity to controlled products as per OH&S Act and Regulations.
- .4 Label controlled products at jobsite as per OH&S and Regulations.
- .5 Provide appropriate emergency facilities as specified in the MSDS where workers might be exposed to contact with chemicals, e.g. eye-wash facilities, emergency shower.
  - .1 Workers to be trained in use of such emergency equipment.
- .6 Contractor shall provide appropriate personal protective equipment as specified in the MSDS where workers are required to use controlled products.
  - .1 Properly fit workers for personal protective equipment
  - .2 Train workers in care, use and maintenance of personal protective equipment.
- .7 No controlled products are to be brought on-site without prior approved MSDS.
- .8 The MSDS are to remain on site at all times.

**1.19 OVERLOADING**

- .1 Ensure no part of work or associated equipment is subjected to loading that will endanger its safety or will cause permanent deformation.

**1.20 PERSONAL PROTECTIVE EQUIPMENT**

- .1 Ensure workers on the jobsite use personal protective equipment appropriate to the hazards identified in the Risk Assessment and Management Plan and those workers are trained in the proper care, use, and maintenance of such equipment.
- .2 PPE selections shall be based on an evaluation of the performance characteristics of the PPE relative to the requirements and limitations of the site, task-specific conditions, duration and hazards and potential hazards identified on site.
- .3 Provide all workers and up to five (5) visitors to the site with proper hearing protection. Workers and visitors shall not be exposed to noise levels greater than 85 dB (A) over an eight hour shift without proper hearing protection.

- .4 Provide all workers and up to five (5) visitors to the site with CSA approved eye protection sufficient to act as a protective barrier between the eye and airborne contaminants, hazardous materials and physical hazard.
- .5 Provide workers and up to five (5) visitors to the site with CSA approved hard hats.

## **1.21 EXCAVATION SAFETY**

- .1 Protect excavations more than 1.25 metres deep against cave-ins or wall collapse by side wall sloping to the appropriate angle of repose, an engineered shoring/sheathing system or an approved trench box.
  - Provide a ladder which can extend from the bottom of the excavation to at least 0.91 metres above the top of the excavation.
- .2 Ensure that all excavations less than 1.25 metres deep are effectively protected when hazardous ground movement may be expected.
- .3 Design trench boxes, certified by a registered Professional Engineer, and fabricated by a reputable manufacturer. Provide the manufacturer's Depth Certificate Statement permanently affixed. Use trench boxes in strict accordance with manufacturer's instructions and depth certification data.
- .4 For excavations deeper than six (6) metres, provide a certificate from a registered Professional Engineer stating that the protection methods proposed have been properly designed in accordance with accepted engineering practice. The engineer's certificate shall verify that the trench boxes, if used, are properly designed and constructed to suit the depth and soil conditions.
- .5 Ensure that the superintendent and every crew chief, foreperson and lead hand engaged in trenching operations or working in trenches have in his/her possession a copy of the Department of Labour's "Trench Excavation Safety Guide".

## **1.22 CONFINED SPACE WORK**

- .1 Comply with requirements of Canada Occupational Safety and Health Regulations, Part XI and Consolidated Regulations Newfoundland and Labrador (CRNL) OH&S 1165/96.
- .2 Provide approved air monitoring equipment where workers are working in confined spaces and ensure any test equipment to be used is calibrated, in good working order and used by trained persons.
- .3 Develop a confined space entry program specific to the nature of work performed and in accordance with OH&S Act and Regulations and ensure supervisors and workers are trained in the confined space entry program.
  - .1 Ensure that personal protective equipment and emergency rescue equipment appropriate to the nature of the work being performed is provided and used.
- .4 Provide and maintain training of workers, as required by the Federal and Provincial Legislation.

- .5 Provide the Departmental Representative with a copy of an "Entry Permit" for each entry into the confined space to ensure compliance with Federal and Provincial Legislation.

### **1.23 HAZARDOUS MATERIALS**

- .1 Should material resembling hazardous materials (asbestos/mould) be encountered during the execution of work and notify the Departmental Representative. Do not proceed until written instructions have been received from the Departmental Representative.
- .2 Unless otherwise noted, for hazardous materials abatement and repair, employ the services of a recognized Environmental Consultant to provide all air monitoring and testing services for regulatory requirements.

### **1.24 HEAVY EQUIPMENT**

- .1 Ensure mobile equipment used on jobsite is of the type specified in OH&S Act and Regulations fitted with a Roll Over Protective (ROP) Structure.
- .2 Provide certificate of training in Power Line Hazards for operators of heavy equipment.
- .3 Obtain written clearance from the power utility where equipment is used in close proximity to (within 5.5 metres) overhead or underground power lines.
- .4 Equip cranes with:
  - .1 A mechanism which will effectively prevent the hook assembly from running into the top boom pulley.
  - .2 A legible load chart.
  - .3 A maintenance log book.

### **1.25 WORK STOPPAGE**

- .1 Give precedence to safety and health of public and site personnel and protection of environment over cost and schedule considerations of Work.

## **PART 2 PRODUCTS (NOT APPLICABLE)**

## **PART 3 EXECUTION (NOT APPLICABLE)**

**END OF SECTION**