

PART 1 - GENERAL

- 1.1 SUBMITTALS
- .1 Submit to Departmental Representative within 7 days after Acceptance of Bid:
 - .1 Site Specific Health and Safety Plan.
 - .2 Compliance certificates and permits obtained
 - .3 Reports or directions issued by Federal and Provincial Inspectors and other Authorities having jurisdiction.
 - .4 Formal Safety Inspection Reports.
 - .5 Accident or Incident Reports
 - .6 MSDS data sheets.
 - .7 Name of person(s) designated to perform full time health and safety supervision on site.
 - .8 Name of person designated as Health and Safety Site Coordinator.
 - .2 Medical Surveillance: Where prescribed by Federal or Provincial Legislation and Regulations, and upon request by Departmental Representative, obtain and submit certification of medical surveillance for site personnel prior to commencement of work.
 - .3 Submit other data, information and documentation upon request as stipulated elsewhere in this section.
- 1.2 COMPLIANCE REQUIREMENTS
- .1 Comply with the Occupational Health and Safety Act for the Province of Newfoundland and Labrador, and the Occupational Health and 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.
 - .3 Observe and enforce construction safety measures required by:
 - .1 National Building Code of Canada, 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.
 - .4 A copy of the Canada Labour Code Part II may be obtained by contacting:

1.2 COMPLIANCE .4 (Cont'd)
REQUIREMENTS
(Cont'd)

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)

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

- 1.3 RESPONSIBILITY .1 Contractor is responsible for health and safety of persons on site, property and for protection of persons and public 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.

- 1.4 SITE CONTROL .1 Control work site and entry points to construction AND ACCESS 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. Provide security

1.4 SITE CONTROL
AND ACCESS
(Cont'd)

- .3 (Cont'd)
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.

1.5 PROTECTION

- .1 Provide temporary facilities for protection and safe passage of public pedestrians and vehicular traffic around and adjacent to work site.
- .2 Provide safety barricades, lights and signage on work site as required to provide a safe working environment.
- .3 Carry out work placing emphasis on health and safety of public, employees, site personnel and protection of the environment.
- .4 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.

1.6 PERMITS

- .1 Obtain permits, licenses and compliance certificates, at appropriate times and frequency as stipulated by authorities having jurisdiction.
- .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.
- .3 Post all permits on site. Submit copies to Departmental Representative.

1.7 HAZARD
ASSESSMENTS

- .1 Implement and carry out a health and safety hazard assessment program as part of the work.
- .2 Program to include:
 - .1 Site specific health and safety hazard assessment before commencing project and during course of work identifying risks and hazards

1.7 HAZARD
ASSESSMENTS
(Cont'd)

- .2 Program to include:(Cont'd)
 - .1 (Cont'd)
resulting from site conditions, weather conditions and work operations.
 - .2 Perform on-going assessments addressing new risks and hazards as work progresses including when new subtrade or sub-contractor arrives on site.
 - .3 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.
- .3 Hazard assessments to be project and site specific, based on review of contract documents, site and weather conditions.
- .4 Each hazard assessment to be recorded in writing. Keep copy of all assessments on site for the duration of the work. Upon request, make them available to Departmental Representative for inspection.

1.8 PROJECT/SITE
CONDITIONS

- .1 The following are known or potential project related safety hazards at the site and must be properly managed when encountered during course of work:
 - .1 Active and abandoned underground services, including but not limited to electrical.
 - .2 Operation of heavy construction equipment.
 - .3 Open excavations and trenches.
 - .4 Working with hand tools.
 - .5 Inclement weather.
 - .6 Steep slopes.
 - .7 Live traffic.
- .2 Above list shall not be construed as being complete and inclusive of potential health, and safety hazards encountered as a result of contractor operations during the course of the work. Include above items into hazard assessment program.
- .3 Obtain from Departmental Representative, copy of MSDS Data sheets for existing hazardous products stored on site or used by Facility personnel.

1.9 HEALTH AND
SAFETY MEETINGS

- .1 Attend pre-construction health and safety meeting conducted by Departmental Representative. The contractor shall have the Site Superintendent in attendance. Departmental Representative will advise of date, time and location.

1.9 HEALTH AND
SAFETY MEETINGS
(Cont'd)

- .2 Provide site safety orientation to all workers and other authorized persons prior to granting them access to the site.
- .3 Conduct site specific occupational health and safety meetings during the work as follows:
 - .1 Formal meetings on a minimum monthly basis.
 - .2 Informal tool box meetings on a regular basis.
- .4 Keep workers informed of anticipated hazards, safety practices and procedures to be followed and other pertinent safety information related to;
 - .1 Progress of work.
 - .2 New sub-trades arriving on site.
 - .3 Changes in site and project conditions.
- .5 Record and post minutes of meetings. Make copies available to Departmental Representative upon request.

1.10 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 of plan to Departmental Representative within (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 Subcontractors.
 - .2 Federal and Provincial Departments as stipulated by laws and regulations of

1.10 HEALTH AND
SAFETY PLAN
(Cont'd)

- .2 (Cont'd)
.3 Part 3a:(Cont'd)
.3 (Cont'd)

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:

.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 3
Identified	Control	Emergency
Hazard	Measures & Implemented Procedures	Measures & Communications

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

1.10 HEALTH AND
SAFETY PLAN
(Cont'd)

- .8 (Cont'd)
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.

1.11 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 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 Cooperate with Facility's site Health and Safety Site Coordinator, should one be designated by Departmental Representative.
- .6 Keep inspection reports on site.

1.12 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.

1.12 TRAINING
(Cont'd)

- .1 (Cont'd)
 - .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.
- .2 Maintain evidence and records of worker training.

1.13 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, vest, 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.
- .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:
 - .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 Engineer 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.

1.13 MINIMUM
SITE SAFETY RULES
(Cont'd)

- .3 (Cont'd)
 - .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.

1.14 ACCIDENT
REPORTING

- .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 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 \$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.

1.15 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.

1.16 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.

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- 1.17 BLASTING .1 Blasting or other use of explosives is not permitted without prior written approval from Departmental Representative.
- 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 Health and Safety Regulations (COHS) made under the Canada Labour Code - Part II.
- .2 Conduct hazard assessment and address in Safety Plan before entering confined space.
- .3 Obtain "Entry Permit" from Facility management before entering a Facility's known confined space in accordance with Part XI, Section 11.3, of COHS Regulations. Keep copy of permits received.
- .4 Provide and maintain equipment and PPE as required for the safety and emergency evacuation of persons entering confined spaces.
- .5 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.
- .6 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.
- 1.20 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.
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- 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
- .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.
 - .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.
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1.22 NON COMPLIANCE .6
AND DISCIPLINARY
(Cont'd)

Details of the Non-Compliance Notification and Disciplinary Measures system will be provided by Departmental Representative upon Acceptance of Bid and prior to commencement of work.

- .7 Each non-compliance notification issued is given a numerical rating based on a three level classification 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.
- .8 The following describes the situations and actions to be taken by Departmental Representative dependent on the rating level given to a particular Non-Compliance Notification issued:
 - .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 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 subcontractor 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

1.22 NON COMPLIANCE .8 (Cont'd)

AND DISCIPLINARY .3 (Cont'd)

(Cont'd)

.1 Situation:(Cont'd)

General Contractor or by subcontractor(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).

.9 Decision on which rating level to be placed on any
given Non-Compliance Notification will be determined
solely by Departmental Representative.

.10 Further details on the disciplinary system will be
provided at the pre-construction Health and Safety
meeting after Acceptance of Bid.

.11 Be responsible to fully brief workers and
subcontractors on the operation and importance of
this system.

1.23 MEASUREMENT
FOR PAYMENT

.1 No separate measurement for payment shall be made
for items in this section. Include all costs for
Health and Safety in the Lump Sum portion of the work
on the Bid and Acceptance Form.