## 1.1 Related Requirements

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

.2 Section 01 35 25 - Special Procedures on Lockout Requirements.

## 1.2 Definitions

.1 COSH: Canada Occupational Health and Safety Regulations made under Part II of the Canada Labour Code.

.2 Competent Person: means a person who is:

- .1 Qualified by virtue of personal knowledge, training and experience to perform assigned work in a manner that will ensure the health and safety of persons in the workplace, and;
- .2 Knowledgeable about the provisions of occupational health and safety statutes and regulations that apply to the Work and;
- .3 Knowledgeable about potential or actual danger to health or safety associated with the Work.

.3 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.

.4 PPE: personal protective equipment

.5 Work Site: where used in this section shall mean areas, located at the premises where Work is undertaken, used by Contractor to perform all of the activities associated with the performance of the Work.

## 1.3 Submittals

.1 Make submittals in accordance with Section 01 33 00 - Submittal Procedures.

.2 Submit site-specific Health and Safety Plan prior to commencement of Work.

- .1 Submit within five (5) work days of notification of Bid Acceptance.
  Provide three (3) copies.
- .2 Departmental Representative will review Health and Safety Plan and provide comments.

.3 Revise the Plan as appropriate and resubmit within five (5) work days after receipt of comments.

.4 Departmental Representative's review and comments made of the Plan shall not be construed as an endorsement, approval or implied warranty of any kind by Canada and does not reduce Contractor's overall responsibility for Occupational Health and Safety of the Work.

.5 Submit revisions and updates made to the Plan during the course of Work.

.3 Submit name of designated Health & Safety Site Representative and support documentation specified in the Safety Plan.

.4 Submit building permit, compliance certificates and other permits obtained.

.5 Submit copy of Letter in Good Standing from Provincial Workers Compensation or other department of labour organization.

.1 Submit update of Letter of Good Standing whenever expiration date occurs during the period of Work.

.6 Submit copies of reports or directions issued by Federal, Provincial and Territorial health and safety inspectors.

.7 Submit copies of incident reports.

.8 Submit WHMIS MSDS - Material Safety Data Sheets.

1.4 Compliance Requirements

.1 Comply with Occupational Health and Safety Act for Province of Nova Scotia, and Regulations made pursuant to the Act.

.2 Comply with Canada Labour Code - Part II (entitled Occupational Health and Safety) and the Canada Occupational Health and Safety Regulations (COSH) as well as any other regulations made pursuant to the Act.

.1 The Canada Labour Code can be viewed at: www.http://laws.justice.gc.ca/en/L-2/

.2 COSH can be viewed at: www.http://laws.justice.gc.ca/eng/SOR-86-304/ n e .html

.3 A copy may be obtained at: 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)

.3 Observe construction safety measures of:

.1 Part 8 of National Building Code

.2 Municipal by-laws and ordinances.

.4 In case of conflict or discrepancy between above specified requirements, the more stringent shall apply.

.5 Maintain Workers Compensation Coverage in good standing for duration of Contract. Provide proof of clearance through submission of Letter in Good Standing.

.6 Medical Surveillance: Where prescribed by legislation or regulation, obtain and maintain worker medical surveillance documentation.

1.5 Responsibility

.1 Be responsible for health and safety of persons on site, safety of property on site and for protection of persons and environment adjacent to the site to extent that they may be affected by conduct of Work.

.2 Comply with and 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 by-laws, regulations, and ordinances, and with site-specific Health and Safety Plan.

1.6 Site Control and Access

.1 Control the Work and entry points to Work Site. Approve and grant access only to workers and authorized persons.
Immediately stop and remove non- authorized persons.

.1 Departmental Representative will provide names of those persons authorized by Departmental Representative to enter onto Work Site and will ensure that such authorized persons have the required knowledge and training on Health and Safety pertinent to their reason for being at the site, however, Contractor remains responsible for the health and safety of authorized persons while at the Work Site.

.2 Isolate Work Site from other areas of the premises by use of appropriate means.

.1 Erect fences, hoarding, barricades and temporary lighting as required to effectively delineate the Work Site, stop non-authorized entry, and to protect pedestrians and vehicular traffic around and adjacent to the Work and create a safe environment. See Section 01 50 00 - Temporary Facilities for minimum acceptable requirements.

.2 Post signage at entry points and other strategic locations indicating restricted access and conditions for access.

.3 Use professionally made signs with bilingual message in the 2 official languages or international known graphic symbols.

.3 Provide safety orientation session to persons granted access to Work Site. Advise of hazards and safety rules to be observed while on site.

.4 Ensure persons granted site access wear appropriate PPE. Supply PPE to inspection authorities who require access to conduct tests or perform inspections.

.5 Secure Work Site against entry when inactive or unoccupied and to protect persons against harm.

1.7 Protection

.1 Give precedence to safety and health of persons and protection of environment over cost and schedule considerations for Work.

.2 Should unforeseen or peculiar safety related hazard or condition become evident during performance of Work, immediately take measures to rectify situation and prevent damage or harm. Advise Departmental Representative verbally and in writing.

1.8 Filing of Notice

.1 File Notice of Project with pertinent provincial health and safety authorities prior to beginning of Work.

.1 Departmental Representative will assist in locating address if needed.

1.9 Permits

.1 Post permits, licenses and compliance certificates, specified in section 01 10 10 - General Instructions, at Work Site.

.2 Where a particular permit or compliance certificate cannot be obtained, notify Departmental Representative in writing and obtain approval to proceed before carrying out applicable portion of work.

1.10 Hazard Assessments

.1 Perform site specific health and safety hazard assessment of the Work and its site.

.2 Carryout initial assessment prior to commencement of Work with further assessments as needed during progress of work, including when new trades and subcontractors arrive on site.

.3 Record results and address in Health and Safety Plan.

.4 Keep documentation on site for entire duration of the Work.

1.11 Project/Site Conditions

.1 Following are potential safety hazards at the site for which Work may involve contact with:

.1 Know latent site and environmental conditions

.1 Working from heights.

.2 Roof fastening coordination with existing electrical conduit below the roof deck.

.3 Coordination/alterations to existing gas line.

.4 Remove and reinstallation of existing equipment.

.2 Above items shall not be construed as being complete and inclusive of potential health and safety hazards encountered during work.

.3 Include above items in the hazard assessment of the Work.

.4 MSDS Data sheets of pertinent hazardous and controlled products stored on site can be obtained from Departmental Representative.

1.12 Meetings

.1 Attend pre-construction health and safety meeting, convened and chaired by Departmental Representative, prior to commencement of Work, at time, date and location determined by Departmental Representative. Ensure attendance of:

.1 Superintendent of Work

.2 Designated Health & Safety Site Representative

.3 Subcontractors

.2 Conduct regularly scheduled tool box and safety meetings during the Work in conformance with Occupational Health and Safety regulations.

.3 Keep documents on site.

1.13 Health and Safety Plan

.1 Prior to commencement of Work, develop written Health and Safety Plan specific to the Work. Implement, maintain, and enforce Plan for entire duration of Work and until final demobilization from site.

.2 Health and Safety Plan shall include the following components:

- .1 List of health risks and safety hazards identified by hazard assessment.
- .2 Control measures used to mitigate risks and hazards identified.
- .3 On-site Contingency and Emergency Response Plan as specified below.
- .4 On-site Communication Plan as specified below.
- .5 Name of Contractor's designated Health & Safety Site Representative and information showing proof of his/her competence and reporting relationship in Contractor's company.
- .6 Names, competence and reporting relationship of other supervisory personnel used in the Work for occupational health and safety purposes.

.3 On-site Contingency and Emergency Response Plan shall include:

- .1 Operational procedures, evacuation measures and communication process to be implemented in the event of an emergency.
- .2 Evacuation Plan: site and floor plan layouts showing escape routes, marshalling areas. Details on alarm notification methods, fire drills, location of firefighting equipment and other related data.

.3 Name, duties and responsibilities of persons designated as Emergency Warden(s) and deputies.

.4 Emergency Contacts: name and telephone number of officials from:

.1 General Contractor and subcontractors.

.2 Pertinent Federal and Provincial Departments and Authorities having jurisdiction.

.3 Local emergency resource organizations.

.5 Harmonize Plan with Facility's Emergency Response and Evacuation Plan. Departmental Representative will provide pertinent data including name of PWGSC and Facility Management contacts.

.4 On-site Communication Plan:

.1 Procedures for sharing of work related safety information to workers and subcontractors, including emergency and evacuation measures.

.2 List of critical work activities to be communicated with Facility Manager which have a risk of endangering health and safety of Facility users.

.5 Address all activities of the Work including those of subcontractors.

.6 Review Health and Safety Plan regularly during the Work. Update as conditions warrant to address emerging risks and hazards, such as whenever new trade or subcontractor arrive at Work Site.

.7 Departmental Representative will respond in writing, where deficiencies or concerns are noted and may request re-submission of the Plan with correction of deficiencies or concerns.

.8 Post copy of the Plan, and updates, prominently on Work Site.

1.14 Safety Supervision

.1 Employ Health & Safety Site Representative responsible for daily supervision of health and safety of the Work.

.2 Health & Safety Site Representative may be the Superintendent of the Work or other person designated by Contractor and shall be assigned the responsibility and authority to:

- .1 Implement, monitor and enforce daily compliance with health and safety requirements of the Work
- .2 Monitor and enforce Contractor's site-specific Health and Safety Plan.
- .3 Conduct site safety orientation session to persons granted access to Work Site.
- .4 Ensure that persons allowed site access are knowledgeable and trained in health and safety pertinent to their activities at the site or are escorted by a competent person while on the Work Site.
- .5 Stop the Work as deemed necessary for reasons of health and safety.

.3 Health & Safety Site Representative must:

- .1 Be qualified and competent person in occupational health and safety.
- .2 Have site-related working experience specific to activities of the Work.
- .3 Be on Work Site at all times during execution of the Work.

.4 All supervisory personnel assigned to the Work shall also be competent persons.

.5 Inspections:

- .1 Conduct regularly scheduled safety inspections of the Work on a minimum bi-weekly basis. Record deficiencies and remedial action taken.

.2 Conduct Formal Inspections on a minimum monthly basis. Use standardized safety inspection forms. Distribute to subcontractors.

.3 Follow-up and ensure corrective measures are taken.

.6 Cooperate with Facility's Occupational Health and Safety representative should one be designated by Departmental Representative.

.7 Keep inspection reports and supervision related documentation on site.

1.15 Training

.1 Use only skilled workers on Work Site who are effectively trained in occupational health and safety procedures and practices pertinent to their assigned task.

.2 Maintain employee records and evidence of training received. Make data available to Departmental Representative upon request.

.3 When unforeseen or peculiar safety- related hazard, or condition occur 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 and advise Departmental Representative verbally and in writing.

1.16 Minimum Site Safety Rules

.1 Notwithstanding requirement to abide by federal and provincial health and safety regulations; ensure the following minimum safety rules are obeyed by persons granted access to Work Site:

.1 Wear appropriate PPE pertinent to the Work or assigned task; minimum being hard hat, safety footwear, safety glasses and hearing protection.

.2 Immediately report unsafe condition at site, near-miss accident, injury and damage.

.3 Maintain site and storage areas in a tidy condition free of hazards causing injury.

.4 Obey warning signs and safety tags.

.2 Brief persons of disciplinary protocols to be taken for non-compliance. Post rules on site.

1.17 Correction of Non-Compliance

.1 Immediately address health and safety non-compliance issues identified by authority having jurisdiction or by Departmental Representative.

.2 Provide Departmental Representative with written report of action taken to correct non-compliance of health and safety issues identified.

.3 Departmental Representative will stop Work if non-compliance of health and safety regulations is not corrected in a timely manner.

1.18 Incident Reporting

.1 Investigate and report the following incidents to Departmental Representative:

.1 Incidents requiring notification to Provincial Department of Occupational Safety and Health, Workers Compensation Board or to other regulatory Agency.

.2 Medical aid injuries.

.3 Property damage in excess of $10,000.00,

.4 Interruptions to Facility operations resulting in an operational lost to a Federal department in excess of $5000.00.

.2 Submit report in writing.

1.19 Hazardous Products

.1 Comply with requirements of Workplace Hazardous Materials Information System (WHMIS).

.2 Keep MSDS data sheets for all products delivered to site.

.1 Post on site.

.2 Submit copy to Departmental Representative.

.3 For interior work in an occupied Facility, post additional copy in one or more publically accessible locations.

**1.20 Powder Actuated Devices**

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

**1.21 Site Records**

.1 Maintain on Work Site copy of safety related documentation and reports stipulated to be produced in compliance with Acts and Regulations of authorities having jurisdiction and of those documents specified herein.

.2 Upon request, make available to Departmental Representative or authorized Safety Officer for inspection.

**1.22 Posting of Documents**

.1 Ensure applicable items, articles, notices and orders are posted in conspicuous location on Work Site in accordance with Acts and Regulations of Province having jurisdiction.

.2 Post other documents as specified herein, including:

- .1 Site specific Health and Safety Plan
- .2 WHMIS data sheets
- .3 Other pertinent information.

END OF SECTION