

**Part 1            General**

**1.1                REFERENCES**

- .1        Canada Labour Code, Part 2, Canada Occupational Safety and Health Regulations
- .2        Health Canada/Workplace Hazardous Materials Information System (WHMIS)
  - .1        Material Safety Data Sheets (MSDS).
- .3        Province of Prince Edward Island
  - .1        Occupational Health and Safety Act, R.S.P.E.I. [2004], PEI Regulations
- .4        Fire Safety and Lockout

**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 and 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 Worker's Compensation Boards of Prince Edward Island.
- .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        Submit site-specific Health and Safety Plan prior to commencement of Work. Health and Safety Plan must include at least:
  - .1        Results of site specific safety hazard assessment.
  - .2        Results of safety and health risk or hazard analysis for site tasks and operation.
  - .3        Departmental Representative will review Health and Safety Plan and provide comments.
  - .4        Revise the Plan as appropriate and resubmit within 2 working days after receipt of comments.
  - .5        Submit revisions and updates made to the Plan during the course of Work.
  - .6        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.
- .2        Submit name of designated Health and Safety Site Representative and support documentation specified in the Safety Plan.

- .3 Submit building permit, compliance certificates and other permits obtained.
- .4 Submit copy of Letter of 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 work period.
- .5 Submit copies of Contractor's authorized representative's work site health and safety inspection reports to the Departmental Representative and/or inspector daily.
- .6 Submit copies of reports or directions issued by Federal, Provincial and Territorial health and safety inspectors.
- .7 Submit copies of incident and accident reports.
- .8 Submit WHMIS and MSDS Data Sheets.
- .9 Departmental Representative's review of Contractor's final Health and Safety plan should not be construed as approval and does not reduce the Contractor's overall responsibility for construction Health and Safety.
- .10 On-site Contingency and Emergency Response Plan: address standard operating procedures to be implemented during emergency situations.

#### **1.4 COMPLIANCE REQUIREMENTS**

- .1 Comply with Occupational Health and Safety Act for Province of Prince Edward Island, and Occupational Health and Safety 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 <http://laws-lois.justice.gc.ca/eng/acts/L-2/FullText.html>
  - .2 COSH can be viewed at: <http://laws-lois.justice.gc.ca/eng/regulations/SOR-86-304/index.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 prior to commencement of work.
- .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 for health and safety of persons on site, of 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 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 statutes, 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 The Departmental Representative will provide names of those persons authorized by the 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 the 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.
    - .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 internationally 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. Provide security guard where adequate protection cannot be achieved by other means.

## **1.7 PROTECTION**

- .1 Give precedence to safety and health of public and site personnel 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 the Work, immediately take measures to control or rectify situation and prevent damage or harm. Immediately advise the Departmental Representative verbally and in writing.

## **1.8 FILING OF NOTICE**

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

**1.9 PERMITS**

- .1 Obtain permits, licenses, compliance certificates as specified in Section 01 10 10 before and during progress of Work. Post on site.
- .2 Where particular permit or compliance certificate cannot be obtained at the required stage of work, notify the Departmental Representative in writing and obtain the Departmental Representative's approval to proceed prior to carrying out that portion of the work.

**1.10 HAZARD ASSESSMENTS**

- .1 Perform site specific safety hazard assessment related to project.
- .2 Carry out 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.
- .5 Provide a copy of the site specific health and safety hazard assessment to the Departmental Representative.

**1.11 PROJECT/SITE CONDITIONS**

- .1 Following are potential health, environmental and safety hazards at the site for which Work may involve contact with:
  - .1 Existing hazardous and controlled products stored on site.
  - .2 Existing hazardous substances or contaminated building materials.
  - .3 Facility on-going operations.
  - .4 Marine/fishing traffic
  - .5 Existing or potential weather; ie. Slippery conditions.
  - .6 Working on or near water
  - .7 Vehicular and pedestrian traffic
- .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 of pertinent hazardous and controlled products stored on site can be obtained from Owner

**1.12 MEETINGS**

- .1 Attend pre-construction health and safety meeting, convened and chaired by the Departmental Representative, prior to commencement of Work, at time, date and location determined by the Departmental Representative. Ensure attendance of:
  - .1 Superintendent of Work
  - .2 Designated Health and 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.
- .4 Provide copies to the Departmental Representative.

### **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 and 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.
  - .5 Emergency Contacts:
    - .1 Pertinent Federal and Provincial Departments and Authorities having jurisdiction.
    - .2 Local emergency resource organizations.
  - .6 Spill kit and MSDS sheets.
  - .7 Harmonize Plan with Facility's Emergency Response and Evacuations Plan. Departmental Representative will provide pertinent data including name of the Departmental Representative 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.
  - .3 Include ship to shore communication and evacuation plans.
  - .4 Ensure harmony of emergency communication with land based stakeholders.
- .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 The 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 and Safety Site Representative responsible for daily supervision of health and safety of the Work.
- .2 Health and 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 and 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 weekly basis. Record deficiencies and remedial action taken.
- .6 Cooperate with Facility's Occupational Health and Safety Representative should one be designated by the Departmental Representative.
- .7 Keep inspection reports and supervision related documentation on site.
- .8 Provide copies to the Departmental Representative.

#### **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 the Departmental Representative upon request.
- .3 When unforeseen or peculiar safety-related hazard(s), or condition(s) occur during performance of the Work, follow procedures in place for Employee's Right to Refuse Work in accordance with

Acts and Regulations of Province having jurisdiction and advise The 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.
  - .2 Immediately report any 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 all persons of disciplinary protocols to be taken for non-compliance of the safety rules. 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 the Departmental Representative.
- .2 Provide the Departmental Representative with written report of action taken to correct non-compliance of health and safety issues identified.
- .3 The Departmental Representative may stop Work if non-compliance of health and safety regulations is not corrected.

#### **1.18 INCIDENT REPORTING**

- .1 Investigate and report the following incidents to the Departmental Representative in a timely manner:
  - .1 All near misses, incidents, or hazardous occurrences.
  - .2 Medical Aid injuries.
  - .3 Property damage.
  - .4 Interruptions to Facility operations resulting in an operational lost to a Federal department.
- .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 the Departmental Representative.

#### **1.20 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.

### **1.21 CONFINED SPACES**

- .1 Abide by Occupational Health and Safety regulations regarding work in confined spaces.
- .2 Obtain and Entry Permit in accordance with Part XI of the Canada Occupational Health and Safety Regulations for entry into an existing identified confined space located at the Facility or premises of Work.
  - .1 Obtain permit from Facility Manager.
  - .2 Keep copy of permit issued.
- .3 Safety for Inspectors:
  - .1 Provide PPE and training to the Departmental Representative and other persons who require entry into confined space to perform inspections.
  - .2 Be responsible for efficacy of equipment and safety of persons during their entry and occupancy in the confined space.

### **1.22 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 the Departmental Representative or authorized Safety Officer for inspection.

### **1.23 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 Prince Edward Island having jurisdiction, and in consultation with the Departmental Representative.
- .2 Post other documents as specified herein, including but not limited to:
  - .1 Site specific Health and Safety Plan
  - .2 Material Safety data sheets
  - .3 Emergency contact information
  - .4 Acts and Regulations

**END OF SECTION**