

## **Safety and HASP (Health & Safety Plan) Requirements – Install FPS (Fire Protection System) – Shippagan SAR Station**

The contractor is responsible to abide with the content of this document including all requirements for the specified development and submittal of Safety and HASP documents to the DP Rep for review. The DP Rep review does not alleviate the contractor from their contract responsibilities and meeting all updated federal, provincial, municipal, and local authority having jurisdiction HSE (Health, Safety & Environmental) governing codes, regulations, policies, standards, protocols, rules, acts, bi-laws, and all other requirements throughout the life cycle of the contract; in any case of conflict or discrepancy, the more stringent requirements will apply. The contractor is to be deemed liable of being in compliance of all safety, HASP, and HSE levels of governance requirements throughout the life cycle of the contract.

### **HASP Requirements**

Unless otherwise specified, the contractor is to develop and submit a site specific HASP to the Departmental Representative (DP Rep) for review within *twenty (20) working days after the contract award date*; refer to and comply with “2.5 Reporting Requirements” for additional submittal requirements. The DP Rep review does not alleviate the contractor from their contract responsibilities and meeting all updated federal, provincial, municipal, and local authority having jurisdiction HSE (Health, Safety & Environmental) governing codes, regulations, policies, standards, protocols, rules, acts, bi-laws, and all other requirements throughout the life cycle of the contract; in any case of conflict or discrepancy, the more stringent requirements will apply. Any documents that may have an affect or impact on site staff site personnel or their duties is to be in English and French; contact the DP Rep for any clarification for language required documents.

The HASP must include the following titles and information, but not limited to:

1. Site Specific Hazard Assessment: to include, but not limited to:
  - 1) Perform and document an Initial Hazard Assessment prior to the commencement of site works/activities as stated in this document.
  - 2) Perform and document Daily Site Specific Hazard Assessments to identifying new or potential health risks and safety hazards not previously known; additional Site Specific Hazard Assessments are required at a frequency that includes, but are not limited to:
    - I. When there is a scope of work change.
    - II. At the beginning of new work activities.
    - III. When there is a change of site conditions including weather.
    - IV. When performing other hazardous work that requires speciality safety equipment and practices.
  - 3) All site specific hazard assessments will be signed and dated by all site personnel including visitors.
2. Safety Measures/Controls: are to be implemented when a hazard is identified, the contractor is responsible to document the hazard, implement engineering measures/controls, adapt any required safety procedures, adapt to any required personal protective equipment (PPE), adapt to any required specialized safety equipment, and adapt to any required safe work practices that can be used to mitigate or eliminate hazards and risks; safety and measures/controls are to be part of the contractors Site Specific Hazard Assessment.

## **Safety and HASP (Health & Safety Plan) Requirements – Install FPS (Fire Protection System) – Shippagan SAR Station**

The contractor is to include any other additional measures or controls to mitigate or eliminate any identified hazards or risk throughout the life cycle of the project.

3. **Emergency Response Plan:** The contractor is responsible to request the site Emergency Response Plan that is to be implemented into the Contractor's HASP; the contractor Emergency Response Plan is to include, but is not limited to:
  - 1) Accident/Incident Procedures/Preventions.
  - 2) Emergency Evacuation Procedures/Measures including site personnel muster points to match any existing site staff muster points if deemed safe for provided contract works.
  - 3) Spill Response Plan/Procedures.
  - 4) Applicable Site SOP's (Standing Operational Procedures).
  - 5) Any other additional requirements that is specific to the site and to the site work activities.
  - 6) If there is no existing site Emergency Response Plan, the contractor is responsible to develop and submit a site specific Emergency Response Plan as part of the HASP Submittal. Include emergency responses to all hazards and risks identified within your Site Specific Hazard Assessment and related to the Safety Measures/Controls.
  
4. **List Names and Telephone Numbers Of Officials:** it is the responsibility of the contractor to ensure all submitted telephone/cell phone numbers are current, telephones/cell phones are operational, cell phones are continuously charged with an operational spare battery, and each is staffed a tall times during site related works activities. It is the contractor's responsibility to notify all site personnel and the DP Rep immediately of all changes of listed personnel in the listed positions and any changes of contact telephone/cell phone numbers; all changes must be immediately updated on the HASP and have all site personnel sign the revised updated HASP. All listed personnel must be qualified and trained for their listed positions and in accordance with all updated federal, provincial, municipal, and local governing authority having jurisdiction codes, regulations, policies, standards, protocols, rules, acts, bi-laws, and all other requirements throughout the life cycle of the contract; in any case of conflict or discrepancy, the more stringent requirements will apply. This list is to include, but is not limited to:
  - 1) General Contractor Company Information.
  - 2) General Contractor Project Site Superintendent/Foreman.
  - 3) General Contractor Site HSE (Health, Safety, and Environmental) Representative or Representatives.
  - 4) General Contractor Onsite Qualified First Aid Representative: this qualified first aid person must be identified to all site personal and listed on the contractors Site HSE Board/Binder.
  - 5) Subcontractors Company.
  - 6) Federal, Provincial, and local emergency response/resource organizations telephone numbers (i.e. Fire, Ambulance, Police, Poison Control, Department of Environment, Department of Natural Resources, Emergency Spill Response, Provincial Gas Company, Provincial Power Company, Municipal Utilities – Water/Sewer/Gas/Electrical/etc, Provincial Construction Safety Association, etc).
  - 7) Emergency Spill Response numbers to include local, municipal, provincial, and federal.

## **Safety and HASP (Health & Safety Plan) Requirements – Install FPS (Fire Protection System) – Shippagan SAR Station**

- 8) DP Rep = RP PM/A = Steve Russell 1-506-871-8954.
5. **Mitigation Measures:** Ensure compliance as per “*Mitigation Measures Compliance Requirements*” under “6.1 *Applicable Documents*”.
6. **Site Communications:** to include, but not limited to:
- 1) Identify procedures used on site to share work related safety issues between workers, subcontractors, and General Contractor; examples can be a combination of, but not limited to:
    - I. The Site Orientation Meeting for all site workers.
    - II. Daily Tool Box Safety Talks.
    - III. Site Specific Safety Orientation Meeting for all new site personnel.
    - IV. Contractor Onsite Safety Board.
    - V. Identified Communication List that includes the Names/Positions of contractor/subcontractor order of communication transfer.
    - VI. The Contractor Company Internal/External Communication Policy.
  - 2) List of critical tasks and work activities, which have risk of affecting tenant operations, or endangering health and safety of site personnel including site staff and the general public.
7. The format and available information must be inclusive when submitted for the Departmental Representative (DP Rep) review; site specific information will be completed on site prior to the start of work activities as indicated in this document.
8. The completed and DP Rep reviewed HASP will be signed by all on site workers/personnel including contractor personnel, subcontractor personnel, authorized site visitors, and the DP Rep.
9. The HASP and related safety documents will remain on site throughout the life cycle of the project.
10. A scanned copy of the signed/dated HASP including each signed/dated HSE safety site related document must be included on the USB (Universal Serial Bus) Flash Drive/Stick given to the DP Rep prior to final payment approval.

### **Site Specific Safety Required Forms, Procedures, & Requirements**

Unless otherwise specified, the contractor will develop and submit contract required Site Specific required forms, procedures, any additional contract related safety requirements to the DP Rep for review within ten (10) calendar days after the contract award date; also refer and comply to “2.5 *Reporting Requirements*” for additional related submittal requirements. The DP Rep review does not alleviate the contractor from their contract responsibilities and meeting all updated federal, provincial, municipal, and local authority having jurisdiction HSE (Health, Safety & Environmental) governing codes, regulations, policies, standards, protocols, rules, acts, bi-laws, and all other requirements throughout the life cycle of the contract; in any case of conflict or discrepancy, the more stringent requirements will apply.

## **Safety and HASP (Health & Safety Plan) Requirements – Install FPS (Fire Protection System) – Shippagan SAR Station**

Any documents that may have an affect or impact on site staff site personnel or their duties is to be in English and French; contact the DP Rep for any clarification for language required documents.

The Site Safety Specific required documents are to include, but not limited to the following:

1. **Daily Site Specific Safety Tool Box Talk Forms**: provide the daily site specific safety tool box talk documents to the DP Rep on a the last day of every work week that is to include, but is not limited to:
  - 1) Tool Box Safety Talks will be related to the projected site daily work activities; if the projected work activities change for any reason, the contractor is responsible to stop work in a safe manner and conduct a tool box safety talk related to the change of work activities and potential hazards.
  - 2) Procedure is to be in accordance to and include all Provincial WorkSafe authority requirements for such procedure.
  - 3) All daily site safety tool box talks will be signed and dated by all site personnel including visitors; all documents will remain on site throughout the life cycle of the project.
  
2. **Hot Work Procedure**: if site works require hot works, the contractor will submit a Hot Work Procedure at a minimum of seventy two (72) hours prior to the start of any hot works for DP Rep review that includes, but is not limited to:
  - 1) Include, but not limited to: welding works, soldering works, torch cutting, grinding, all works that require use of open flame, all works that may cause sparks, and any works that may cause an ignition source.
  - 2) Procedure is to be in accordance to and include all Provincial WorkSafe authority requirements for such procedure.
  - 3) The DP Rep review does not alleviate the contractor from their contract responsibilities and meeting all updated federal, provincial, municipal, and local authority having jurisdiction HSE (Health, Safety & Environmental) governing codes, regulations, policies, standards, protocols, rules, acts, bi-laws, and all other requirements throughout the life cycle of the contract; in any case of conflict or discrepancy, the more stringent requirements will apply.
  
3. **Hot Work Permit Form**: if site works require any hot works, the contractor is to submit a Hot Work Permit Form at a minimum of forty eight (48) hours prior to the start of any hot works for DP Rep review; however if work activities will effect site operations, such submittal is to submitted to the DP Rep a minimum of seventy two (72) hours prior to the required start of related works; that includes, but is not limited to:
  - 1) Project name and project number.
  - 2) Contractor/Company Name.
  - 3) Building name and specific room or area where hot work will be performed.
  - 4) Date of request.
  - 5) Description of hot works required.
  - 6) Special precautions to be followed, including type of fire extinguisher needed.
  - 7) Name and signature of contractor requesting hot work permit approval.

## **Safety and HASP (Health & Safety Plan) Requirements – Install FPS (Fire Protection System) – Shippagan SAR Station**

- 8) Name of worker who will perform hot works.
  - 9) Permit Validity Period by indicating start time/dates and termination time/date; including fire watch time/dates). The Hot Work Permit will be signed and dated daily by all personnel related to such hot works; all documents will remain on site throughout the life cycle of the project.
  - 10) Worker's signature with time/date on safe completion of hot works.
  - 11) Fire Safety Watch name.
  - 12) Stipulated time period of safety watch with dates and times; should match Permit Validity Period above.
  - 13) Fire Safety Watcher's signature with time/date on completion of hot works safety watch that confirms the hot work area is hazard free including fire hazard free.
  - 14) The DP Rep review does not alleviate the contractor from their contract responsibilities and meeting all updated federal, provincial, municipal, and local authority having jurisdiction HSE (Health, Safety & Environmental) governing codes, regulations, policies, standards, protocols, rules, acts, bi-laws, and all other requirements throughout the life cycle of the contract; in any case of conflict or discrepancy, the more stringent requirements will apply.
4. Perform Lockout/Tag Out Procedure: if any site works requires lockout/tag out, the contractor will submit a Lockout Permit Procedure at a minimum of seventy two (72) hours prior to the start of any required lockout works for DP Rep review that includes, but is not limited to:
- 1) Shall submit a completed Lockout/Tag out Permit Form to the DP Rep a minimum of forty eight (48) hours prior to the required start of related works for DP Rep review; however if works will effect site operations or cause/effect power to any part of the site, the Hot Lockout/Tag out Permit Form shall be submitted to the DP Rep a minimum of seventy two (72) hours prior to the required start of related works.
  - 2) Refer to CSA C22.1-12, Canadian Electrical Code, Part 1.
  - 3) Refer to CAN/CSA-C22.3 No.1-06, Overhead Systems.
  - 4) Refer to CSA C22.3 No.7-06, Underground Systems.
  - 5) Refer to COSH: Canada Occupational Health and Safety Regulations made under Part II of the Canada Labour Code.
  - 6) Safety Standard for Electrical Installations.
  - 7) Regulations and codes of practice as applicable to mechanical equipment or other machinery being de-energized. In event of conflict between any provisions of above authorities, the most stringent provision will apply. Isolate and lockout electrical facilities, mechanical equipment and machinery from all potential energy sources prior to starting work on such items. Must be reviewed by the DP Rep and must not interfere with SAR Station operations. Use industry standard lockout tags.
- NOTE: In event of conflict between any provisions of above authorities, the most stringent provision will apply. Use industry standard lockout tags; provide appropriate safety grounding and guards as required.
- 8) The DP Rep review does not alleviate the contractor from their contract responsibilities and meeting all updated federal, provincial, municipal, and local authority having jurisdiction HSE (Health, Safety & Environmental) governing codes, regulations, policies, standards, protocols, rules, acts, bi-laws, and all

## **Safety and HASP (Health & Safety Plan) Requirements – Install FPS (Fire Protection System) – Shippagan SAR Station**

other requirements throughout the life cycle of the contract; in any case of conflict or discrepancy, the more stringent requirements will apply.

5. **Lockout Permit Form**: if any required site works require lockout/tag out, the contractor will submit a Lockout Permit Form at a minimum of forty eight (48) hours prior to the start of works for DP Rep review that includes, but is not limited to:
  - 1) **NOTE**: If works will effect site operations or cause/effect power to any part of the site, the Hot Lockout/Tag out Permit Form shall be submitted to the DP Rep a minimum of seventy two (72) hours prior to the required start of related works.
  - 2) Project name and project number.
  - 3) Contractor/Company Name.
  - 4) Building name and specific room or area where electrical works will be performed and room/location of lockout.
  - 5) Date of issue.
  - 6) Description of work that requires lockout.
  - 7) Special precautions to be followed.
  - 8) Name and signature of permit issuer.
  - 9) Name of worker/workers to which the permit is issued.
  - 10) Permit Validity Period by indicating start time/date and termination time/date.
  - 11) Worker's signature with time/date of lockout completion.
  - 12) **NOTE**: Use industry standard lockout tags; provide appropriate safety grounding and guards as required.
  - 13) The DP Rep review does not alleviate the contractor from their contract responsibilities and meeting all updated federal, provincial, municipal, and local authority having jurisdiction HSE (Health, Safety & Environmental) governing codes, regulations, policies, standards, protocols, rules, acts, bi-laws, and all other requirements throughout the life cycle of the contract; in any case of conflict or discrepancy, the more stringent requirements will apply.
  
6. **Confined Space Entry Procedures**: if any required site works require confined space entry, the contractor will submit a Confined Space Entry Procedure at a minimum of seventy two (72) hours prior to the start of works for DP Rep review that includes, but is not limited to:
  - 1) Procedure is to be in accordance to and include all Provincial WorkSafe authority requirements for such procedure.
  - 2) The DP Rep review does not alleviate the contractor from their contract responsibilities and meeting all updated federal, provincial, municipal, and local authority having jurisdiction HSE (Health, Safety & Environmental) governing codes, regulations, policies, standards, protocols, rules, acts, bi-laws, and all other requirements throughout the life cycle of the contract; in any case of conflict or discrepancy, the more stringent requirements will apply.

## **Safety and HASP (Health & Safety Plan) Requirements – Install FPS (Fire Protection System) – Shippagan SAR Station**

7. **Confined Space Entry Form**: if site works require confined space entry, the contractor will submit a Confined Space Entry Form at a **minimum of forty eight (48) hours prior to the start of works** for DP Rep review that includes, but is not limited to:
  - 1) Form content is to meet and be in accordance to all Provincial WorkSafe authority requirements.
  - 2) Provide details of location of work, work required details, personnel names with duties, monitor readings, and all other pertinent and required form information.
  - 3) All confined space entry personnel are to have an updated qualification and such qualifications are to be included in this submittal.
  - 4) Provide documentation or certification that all confined space entry equipment has been tested and certified; this includes tagged/stamped harnesses, tagged safety lines, tripods, winches, local emergency response agency with address/phone numbers, and all other required equipment.
  - 5) Provide documentation or certification that monitoring equipment has been tested and calibrated; on site monitoring labels must match certified documents.
  - 6) Provide updated qualifications of persons performing confined space entry duties; including each of their responsibilities.
  - 7) Final form is to be signed and dated by all onsite confined space entry qualified personnel including the supervisor.
  - 8) Include all other required WorkSafe Provincial requirements.
  - 9) The DP Rep review does not alleviate the contractor from their contract responsibilities and meeting all updated federal, provincial, municipal, and local authority having jurisdiction HSE (Health, Safety & Environmental) governing codes, regulations, policies, standards, protocols, rules, acts, bi-laws, and all other requirements throughout the life cycle of the contract; in any case of conflict or discrepancy, the more stringent requirements will apply.
  
8. **Working at Heights/Fall Arrest Procedures**: if site works require working at heights that require fall arrest equipment, the contractor will submit a Working at Heights/Fall Arrest Procedure at a **minimum of seventy two (72) hours prior to the start of works** for DP Rep review that includes, but is not limited to:
  - 1) Procedure is to be in accordance to and include all Provincial WorkSafe authority requirements for such procedure.
  - 2) The DP Rep review does not alleviate the contractor from their contract responsibilities and meeting all updated federal, provincial, municipal, and local authority having jurisdiction HSE (Health, Safety & Environmental) governing codes, regulations, policies, standards, protocols, rules, acts, bi-laws, and all other requirements throughout the life cycle of the contract; in any case of conflict or discrepancy, the more stringent requirements will apply.
  
9. **Working At Heights Form/Fall Arrest Form**: if site works require working at heights that require fall arrest equipment, the contractor will submit a Working at Heights/Fall Arrest Form at a **minimum of forty eight (48) hours prior to the start of works** for DP Rep review that includes, but is not limited to:
  - 1) Form content is to meet and be in accordance to all Provincial WorkSafe authority requirements.

## **Safety and HASP (Health & Safety Plan) Requirements – Install FPS (Fire Protection System) – Shippagan SAR Station**

- 2) Provide details of location of work, work required details, personnel names with duties, and all other pertinent and required form information.
  - 3) All Working At Heights Form/Fall Arrest personnel are to have an updated qualification and such qualifications are to be included in this submittal.
  - 4) Provide documentation or certification that all Working At Heights Form/Fall Arrest equipment has been tested and certified; this includes tagged/stamped harnesses, tagged safety lines, tripods, winches, local emergency response agency with address/phone numbers, and all other required equipment.
  - 5) Provide updated qualifications of persons performing Working At Heights Form/Fall Arrest duties; including each of their responsibilities.
  - 6) Final form is to be signed and dated by all onsite Working At Heights Form/Fall Arrest entry qualified personnel including the supervisor.
  - 7) Include all other required WorkSafe Provincial requirements.
  - 8) The DP Rep review does not alleviate the contractor from their contract responsibilities and meeting all updated federal, provincial, municipal, and local authority having jurisdiction HSE (Health, Safety & Environmental) governing codes, regulations, policies, standards, protocols, rules, acts, bi-laws, and all other requirements throughout the life cycle of the contract; in any case of conflict or discrepancy, the more stringent requirements will apply.
10. **Other Safety Procedures and Forms:** Add any other safety procedures and forms that require specialized safety training or equipment.
- 1) All Safety Procedure and Form content is to meet and be in accordance to all Provincial WorkSafe authority requirements.
  - 2) Refer to Procedure and Form requirements above; include all pertinent information related to each Procedure and Form activity.
  - 3) All other safety procedures are to be submitted a minimum of seventy two (72) hours prior to the start of works; and all other safety forms are to be submitted a minimum of forty eight (48) hours prior to the start of works.
  - 4) The DP Rep review does not alleviate the contractor from their contract responsibilities and meeting all updated federal, provincial, municipal, and local authority having jurisdiction HSE (Health, Safety & Environmental) governing codes, regulations, policies, standards, protocols, rules, acts, bi-laws, and all other requirements throughout the life cycle of the contract; in any case of conflict or discrepancy, the more stringent requirements will apply.