



3. The Contractor will perform a site-specific hazard assessment and create a site-specific safety plan for the work being completed. The purpose of the site hazard assessment is to identify potential risks of illness, injury or property damage associated with the contracted work. The safety plan describes the steps and precautions which must be taken by the Contractor, any Sub-Contractor's and their respective employees to avoid the identified risks in the hazard assessment.

The site-specific safety plan must be organized as follows.

- i. Documents must be placed in binders of commercial quality, using 8-1/2" x 11" paper size.
- ii. Cover must identify binder with typed or printed title "Project Site Safety Document" and note the title of project and the name of the contracted party submitting the document.
- iii. Provide tabbed fly leaf for each separate heading, with typed heading on tab; arrange content under Safety Document Headings specified in the Safety Document Headings section below.
- iv. Where drawings are within the safety document, provide with reinforced punched binder tab, fold in larger drawings to size of text pages.

The site-specific safety plan will be reviewed and updated by the Contractor as necessary and, in particular when a person responsible for directing or performing the work identifies any deficiency in the existing safety plan. The safety plan will be made available to everyone working on the site.

A copy of the safety plan will be provided to the Department's Representative.

### **Safety Document Headings**

1. Copy of this agreement, signed, and dated.
2. **Company Safety Policy:** Place, under this heading, information pertaining to the company's policy and commitment to occupational health and safety, including the responsibilities of management, supervisors, and workers.
3. **Company Safety Rules in General Terms:** Place, under this heading, information of a general, global nature, applying to every work environment where the company has staff and pertaining to rules directing compliance to policy. For example, state company safety rules with respect to use of hard hats, safety glasses, safety foot-ware, CSA approval on such items, use of alcohol or non-prescription drugs, reporting of injuries, horseplay, etc.
4. **Hazard Assessment and Control:** Place, under this heading, information identifying potential hazards specific to this project. Include control plans, safe work practices and other measures that will ensure safety on the work site. Where a hazard cannot be otherwise controlled, the Contractor will ensure that its employees, and those of its subcontractors, have the appropriate personal protective equipment and that the equipment is worn when needed. Additionally, the Contractor will ensure that appropriate safety precautions are in place to avoid injury or damage by the hazard to property, employees of the Contractor and its subcontractors, and members of the public.

Describe how supplementary information will be communicated with respect to any additional potential hazards that are identified during the execution of the work.

5. **Supervision:** Place, under this heading, information on how the project will be supervised and how the project will be monitored for compliance with HSE requirements, including the activities of sub-contractors. Identify the Supervisor's that will be in charge of project and percentage of time they will be on-site throughout the project, where absent who will be in charge on-site.

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- 6. Employee Safety Training:** Place, under this heading, documentation respecting the competence of employees who will be working on this specific project. Specifically include a signed statement verifying that all employees, supervisors and managers have met all of the specified skills and HSE training requirements necessary so as to be considered “competent” to perform their duties as defined by the Act, and any applicable Regulations and related to the work being performed under the contract. Provide copies of cards or training lists with expiry dates where required (TWS, TCP, fall protection, etc.). This should include any sub-contractor employees.
- 7. Communications:** Identify how ongoing HSE related information will be shared with workers present at the project and submitted to the Department’s Representative.
- 8. JOHSC / Safety Reps:** Identify the Joint Occupational Health & Safety Committee or Representative in place for this project, include, all information detailing membership and terms of reference for the JOHSC.
- 9. Emergency Action Plans:** Provide information detailing action to be taken in the event of various emergencies. Arrange content under the following sub- headings:
  - i. **First Aid:** Include information concerning establishment of a first aid station, related supplies, eyewash, fire suppression, evacuation, staff training and staff awareness of the location of this facility.
  - ii. **Emergency Contacts:** Include relevant information including phone location for emergency use, the emergency telephone numbers (and their location) for the various organizations which must be contacted in case of an emergency, and staff training in procedures.
  - iii. **Cessation of Work:** Include relevant information respecting how work cessation during emergencies is handled and communicated to persons present on site.
- 10. WHMIS:** Contractor will ensure a current material safety data sheet (MSDS) or safety data sheet for all controlled substances to be used in the course of the contracted work, as defined in WHMIS legislation is kept at the worksite and referenced in this section.
- 11. Traffic Control:** Contractor will provide a copy of the traffic control plan for the site including a copy of the planning and preparation checklist. Any changes need to be approved by the Departments Representative prior to then being adopted. A copy of the TWS certificate must be included ad all other employee used in traffic control duties must have the appropriate training as verified by the Contractor in section 6.
- 12. Sub-contractors**

If sub-contractors are used on the project they must be clearly identified and copies of their Safety Certification, WCB Coverage and general insurance must be provided. The subcontractor is required to have reviewed the contractor’s hazard assessment and to generate their own hazard assessment for the work being done, a copy must be submitted to TIR’s designate for the project. All sub-contractors are required to provide the same submission items as above (items 1 through 11).

**Additional Requirements During the Project**

- 1.** The Contractor must promptly notify the Department’s Representative of any incident which resulted or could have resulted in an injury or property damage. The Contractor will provide the Department with a report of the incident and assist the Department in any further resulting investigation, where required.
- 2.** The Contractor must promptly notify the Department’s Representative of any inspections conducted by the Regulator, including LAE and DOE, which resulted in any compliance orders. A copy of the summary report will be provided to the Departments Representative.



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3. The Contractor will ensure that all equipment used to perform work for the Department is in safe working order, that all safety features are in good working order and that the equipment is maintained in this condition.
4. The Contractor will maintain the worksite in a neat and safe fashion. Upon the completion of the work, the Contractor will remove all equipment, supplies, debris, etc. from the property.
5. In addition to these items, all contractors, subcontractors, and their respective employees are required to adhere to any Department guidelines, policies and programs which are applicable to the nature of their work under their Contract with the Department.
6. Contractors are responsible to review applicable guidelines, policies, and programs and to educate their subcontractors and their respective employees prior to commencing work.

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**Contractor Business Name**

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**Name of Contractor's Authorizing Representative (Printed)**

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**Signature of Contractor's Authorizing Representative**

**Date**

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**Signature of Department 's Representative**

**Date**