
PO 1075.19 Contractor Safety Program: Appendix B

Site-Specific Project Plan (Contractor Guide)

1.0 Document Submission

The Site-Specific Project Plan (SSPP) is to be submitted to TIR by the successful Contractor at least seven (7) calendar days prior to the pre-job meeting, and no pre-job meetings will be scheduled until the Appendix B Site-Specific Project Plan is received by TIR's Representative, Project Engineer

The SSPP must contain all the required site-specific project information and signed declarations only. Where changes to the information required are made, the SSPP must be modified and the changes submitted in writing to the TIR Representative responsible for the administration of the contract prior to implementation of those changes.

2.0 Document Organization

The SSPP shall be submitted as follows:

In three (3) ring binders that accommodate 8.5" x 11" paper size.

Cover title: "Site-Specific Project Plan".

Include the tender #, name of the contracted party submitting the document, name and address of project.

Tab each separate heading with the heading on the tab.

If drawings are included in the safety document, provide with reinforced punched binder tab. Fold larger drawings to 8.5" x 11" pages and include in a heading titled "Appendices".

3.0 General Requirements

1. Items that do not meet the requirements will be returned to the Contractor.
2. Arrange content under HSE document headings as identified in the SSPP.
3. Only include documentation specific to the project. If a section does not apply to the work being performed for that project, do not include it in the document submission. If it pertains at a later stage of the project, the binder contents must be updated to reflect this and this information provided to the TIR Representative responsible for this project.
4. Training records must be available as per the Regulations, related to the work being completed and are the responsibility of the Contractor to manage for their employees and subcontractors.

It is the responsibility of the Contractor, to identify and manage all hazards on the project that could impact road users, workers and all others at, or near the workplace. The 16 sections identified in this SSPP are common high-risk tasks that may typically be found on Contracted projects completed for TIR. As such, we wanted to ensure attention was drawn to these areas for consideration.

All other hazards must be identified by the Contractor, with controls on the Site-Specific Hazard Assessment Document.

4.0 Signed Declarations

Included in the Site-Specific Project Plan are several required signed declarations based on the work being completed as part of the contract for services.

Signed declarations must be signed by the senior official of the Contractor, for the specific project as identified in the Site-Specific Project Plan.

The signed declaration is required where tasks that are being undertaken as part of the contract have been assessed to likely pose a higher level of risk. In these situations, we have requested the Contractor provide their written assurance to TIR that all requirements related to the Act, Regulations, Standards or manufacturers specifications will be adhered to while working on the project.

5.0 Notifications of Changes

The Contractor shall advise TIR's Representative, Project Engineer of any significant changes that result in a change to how the contracted work is performed; or where, these change(s) could result in the introduction of new hazards or could impact current hazards that have the ability to negatively affect the safety of those at, or near the workplace unless adequately mitigated.

6.0 Site-Specific Safety Evaluations (2018/19 Project Plan) (Third Party Evaluations of Contracted Parties)

In coordination with the TIR Representative, Project Engineer an independent third-party will conduct a Site-Specific Safety Evaluation of every project with a threshold value of, or in excess of five hundred thousand dollars, as defined by the contract bid amount.

This evaluation will be a 'snap shot in time' evaluation matching the criteria as outlined in the Contractors Appendix B Site-Specific Project Plan to the assessor's findings while on site.

The third-party evaluator will measure what is witnessed during the site assessment against known criteria including, but not limited to, the Act, Regulations, Standards, Manufacturers Specifications and the Site-Specific Project Plan Submission.

A report will be generated and provided to TIR's Representative, Project Engineer and the Contractor for review, and discussion.

All concerns identified by the third-party evaluator while on site (app. 2-4 hours) must result in clarifications being provided, in writing, to TIR's Representative, Project Engineer by the Contractor as to how these issues will be corrected moving forward.

Any immediate (life & limb) concerns identified by the third-party evaluator while on site (app. 2-4 hours) will be brought to the immediate attention of TIR's Representative, Project Engineer, and the senior on-site official of the contractor for correction.

Site-Specific Project Plan Requirements

TAB 1	ITEM: General Project Requirements
1.1	<p>There must be a complete Project Description provided by the Contractor which includes the following:</p> <p>Description of all work to be performed as part of contract (i.e. hot asphalt paving, with ditch replacement)</p> <p>Specific location of work (i.e. Exit 5 to 8, Highway 102 Halifax Inbound)</p> <p>How many employees are expected (approximated) on site for the duration of the Project</p> <p>Expected duration of project (i.e. 3 months from June 2017 to August 2017)</p> <p><i>**Any other information relevant to the review of this document (i.e. night time project) must also be provided</i></p>
1.2	<p>A Site-Specific Hazard Assessment must be completed for the project by the Contractor ensuring all hazard classes are examined, including consideration for both environmental and occupational health hazards, with adequate controls in place and provided to TIR's Representative, Project Engineer. Must be Site-Specific to this location / work / project.</p>
1.3	<p>A Site-Specific Communications Plan must be completed for the project and provided by the Contractor ensuring all on-site, supervisory and managerial staff are identified with contact information and provided to TIR's Representative, Project Engineer.</p>
1.4	<p>Provide name(s) of JOHSC Members / Site Safety Representative as anticipated at time of pre-job meeting.</p> <p>Identify any changes in these personnel to TIR's Representative, Project Engineer, once known.</p>
TAB 2	ITEM: Personal Protective Equipment
2.1	<p>Provide details as to what the minimum PPE requirements are for this site and detail any specific PPE requirements for this site based on the site-specific hazard assessment conducted (and included in this binder).</p> <p><i>**All Specialized PPE related to identified high risk tasks (working at heights, confined spaces, etc.) must be identified in the appropriate sections of this Site-Specific Project Plan binder.</i></p>

TAB 3 ITEM: Ventilation and Lighting Requirements

3.1	If there are specific ventilation requirements for the tasks performed on this project provide details in this section and outline what controls will be in place.
3.2	If there are specific lighting requirements (night time work, task specific lighting, etc.) for the tasks performed on this project provide details in this section and outline what controls will be in place.

TAB 4 ITEM: Handling and Storage of Materials

4.1	In section contractors are to identify any materials that will be stored, and / or stockpiled on site during this project, including quantities, for each of; Quantities	
	1. Combustible bulk materials	
	2. Piled or stockpiled materials	
	3. Compressed gas	
4.2	This signed declaration from the Contractor acknowledging that they will ensure all materials being stored, or stockpiled on site during the project will be stored, maintained, monitored, inspected, handled and secured in accordance with any applicable Regulations.	
Signature of Contractor Representative		Date

TAB 5 ITEM: Mechanical Safety**5.1**

This signed declaration from the Contractor acknowledging that they will ensure all tools, equipment (including mobile equipment and heavy machinery) being used, or operated on site during the project will be operated, maintained, monitored, inspected, repaired and secured in accordance with any applicable Regulations, or Manufacturer's Specifications.

This signed declaration will also acknowledge that the Contractor has in place a system for LOTO (lock out/tag out), and workers are trained in accordance with the Regulations and Manufacturers Specifications.

Further, that all employees using, or operating tools and equipment on site have reviewed the Site-Specific Hazard Assessment, and are adequately trained and deemed competent by the Contractor, as defined by the Regulations, and Manufacturers Specifications.

Signature of Contractor Representative

Date

TAB 6 ITEM: Clearing and Sawing Activities**6.1**

If this project will involve brush, tree or limb removal, clearing or trimming specifics of this work are to be included here (ex. a 2 km Section of Route 333 between x & y locations requires brush clearing as part of this project), and will identify the persons conducting the work. Is this work be completed by the Contractor, or is this work being subcontracted? If the work is being subcontracted, Tab 16 Managing Sub-Contractors of the Site-Specific Project Plan must be completed and provided to TIR's Representative, Project Engineer.

6.2

If this work is being completed by the Contractor, this signed declaration from the Contractor acknowledging that all employees performing the work activities related to clearing and sawing have reviewed the Site- Specific Hazard Assessment and have been trained and deemed competent by the Contractor, as defined by the Regulations and Manufacturers Specifications.

Signature of Contractor Representative

Date

TAB 7 ITEM: Electrical and Utility Safety

7.1	The Contractor must provide any electrical or other applicable safe clearance reports from utilities for encroachment of power/utility lines that may pose a hazard to workers or others at, or near the project. All clearance reports must be received prior to project commencement.
7.2	Provide any procedures for electrical work being performed for this project. If electrical work is being conducted, what type/voltage and what PPE is required for the tasks.
7.3	<p>Where the project involves electrical installation(s) the written plan for electrical installation must be provided and this work must be documented in the Site-Specific Hazard Assessment.</p> <p>The documentation should also identify is this work is to be completed by the Contractor, or this this work being subcontracted? If the work is being subcontracted, Tab 16 Managing Sub-Contractors of the Site-Specific Project Plan must be completed and provided to TIR's Representative, Project Engineer.</p>
7.4	<p>If this work is being completed by the Contractor, this signed declaration from the Contractor acknowledging that all employees performing the work activities related to electrical installation, or other related electrical work have reviewed the Site-Specific Hazard Assessment and have been trained and deemed competent by the Contractor, as defined by the Act, and the Regulations.</p> <hr/> <p style="text-align: center;">Signature of Contractor Representative Date</p>

TAB 8 ITEM: Confined Spaces

8.1	<p>If any work is being conducted in, or around Confined Spaces as part of this project these areas must be identified here with appropriate controls documented; this information must also appear in the Site-Specific Hazard Assessment document.</p> <p>This documentation should include plans for rescue operations, communication methods used, atmospheric testing procedures as well as what specialized PPE might be required.</p>
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<p>8.2</p>	<p>The documentation should also identify is this work is to be completed by the Contractor, or this this work being subcontracted? If the work is being subcontracted, Tab 16 Managing Sub-Contractors of the Site-Specific Project Plan must be completed and provided to TIR’s Representative, Project Engineer.</p>
<p>8.3</p>	<p>If this work is being completed by the Contractor, this signed statement must be included acknowledging that all employees performing the work activities related to Confined Spaces have reviewed the Site-Specific Hazard Assessment and have been trained and deemed competent by the Contractor, as defined by the Regulations.</p> <hr/> <p style="text-align: center;">Signature of Contractor Representative Date</p>

TAB 9 **ITEM: Work at Heights**

<p>9.1</p>	<p>If any work is being conducted involving Work at Heights (fall protection, scaffolding, rope access, etc.) as part of this project this work must be identified here with appropriate controls documented; this information must also appear in the Site-Specific Hazard Assessment document.</p> <p>This documentation should include plans for rescue operations and communication methods used, as well as what specialized PPE might be required.</p>
<p>9.2</p>	<p>The documentation should also identify is this work is to be completed by the Contractor, or this this work being subcontracted? If the work is being subcontracted, Tab 16 Managing Sub-Contractors of the Site-Specific Project Plan must be completed and provided to TIR’s Representative, Project Engineer.</p>
<p>9.3</p>	<p>If this work is being completed by the Contractor, this statement must be included acknowledging that all employees performing the work activities related to Working at Heights (fall protection, scaffolding, rope access, etc.) have reviewed the Site-Specific Hazard Assessment and have been trained and deemed competent by the Contractor, as defined by the Regulations.</p> <hr/> <p style="text-align: center;">Signature of Contractor Representative Date</p>

TAB 10 ITEM: Excavation and Trenching

10.1	If this project will involve work activities related to Excavation and Trenching the specifics of this work are to be included here and will identify the persons conducting the work.		
10.2	Is this work be completed by the Contractor, or this this work being Subcontracted? If the work is being subcontracted, Tab 16 Managing Sub-Contractors of the Site-Specific Project Plan must be completed and provided to TIR's Representative, Project Engineer.		
10.3	If this work is being completed by the Contractor, this signed statement must be included acknowledging that all employees performing the work activities related to Excavation and Trenching have reviewed the Site- Specific Hazard Assessment and have been trained and deemed competent by the Contractor, as defined by the Regulations.		
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Signature of Contractor Representative	Date		

TAB 11 ITEM: First Aid and Emergency Preparedness

11.1	<p>A completed and Emergency Preparedness Plan must be completed for the project and provided by the Contractor ensuring all procedures, first aid locations, fire protections, eye-wash considerations, remote location and nearby medical care facilities are identified with means of contact.</p> <p>The Emergency Preparedness Plan should also identify known First Aid trained personnel of quantity required by the Regulations, and a structure of notifications should an incident occur.</p>
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TAB 12 ITEM: WHMIS Regulations

12.1	<p>All MSDS/SDS's for products on site must be on site and readily available for access. The Contractor, will identify where these documents shall be stored and provide this information to TIR's Representative, Project Engineer.</p> <p>**All highly hazardous chemicals, or substances to be used, or stored on-site must be identified at the pre-job meeting and copies of the MSDS/SDS's will be included in this Section of the Site- Specific Project Plan binder.</p>
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TAB 13 ITEM: Blasting Safety

13.1	<p>If this project will involve Blasting Operations the specifics of this work and what controls are to be implemented for the protection of workers and others at, or near the project site are to be included here and will identify the persons conducting the work for the Contractor; including providing a copy of their Blaster's Certification.</p> <p>If Blasting Operations are being conducted on TIR property and could impact road users, adjacent properties or other sensitive areas the Contractor must include a set of Certified / Engineered plans and review with TIR's Representative, Project Engineer prior to commencement of these activities.</p>
13.2	<p>If the work is being subcontracted, Tab 16 Managing Sub-Contractors of the Site-Specific Project Plan must be completed and provided to TIR's Representative, Project Engineer.</p>

TAB 14 ITEM: Site Safety

14.1	<p>A completed and Site Safety Assessment must be completed for the project and provided by the Contractor detailing all steps and procedures that will be implemented by the Contractor, their employees and Subcontractors to ensure the site remains in safe condition and free of hazards during off work hours to ensure public safety.</p> <p>This shall also include notification of how the Contractor will secure vehicles, equipment and materials left on site off work hours to ensure public safety.</p>
14.2	<p>An after-hours, emergency contact must be provided by the Contractor, to the TIR Representative, Project Engineer should this contact be required.</p>

TAB 15 ITEM: Temporary Workplaces

15.1	<p>Traffic Control plans, as anticipated, at time of project planning and as per the Site-Specific Hazard Assessment must be provided to TIR's Representative, Project Engineer within the SSPP binder (Tab 15). If these plans change, or are updated the new traffic control plan must be submitted to TIR's Representative, Project Engineer.</p>
15.2	<p>A copy of the Temporary Workplace Signer's (TWS) Certificate must be included with the original submission. If the TWS, is changed at any point throughout the life of the project this information must be forwarded to TIR's Representative, Project Engineer with a copy of the new TWS Certificate of accreditation.</p>

15.3	Is this work be completed by the Contractor, or this this work being subcontracted? If the work is being subcontracted, Tab 16 Managing Sub-Contractors of the Site-Specific Project Plan must be completed and provided to TIR's Representative, Project Engineer.		
15.4	If this work is being completed by the Contractor, this signed statement must be included acknowledging that all employees performing TCP and TWS activities related to the Temporary Workplace have reviewed the Site-Specific Hazard Assessment and have been trained and deemed competent under NS TWTCM Provincial Programs, as defined by the Workplace Health and Safety Regulations.		
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TAB 16 ITEM: Managing Subcontractors

16.1	Contractors must submit a scope of work document to TIR's Representative, Project Engineer for each of the Sub-Contractors being used on the project. Included in the scope of work submission will be a Site-Specific Hazard Assessment completed by the Sub-Contractor for the work being completed.
16.2	Contractors must submit to TIR's Representative, Project Engineer, copies of all Sub-Contractor's documents including Proof of Insurance, WCB Coverage and Safety Certification.
16.3	<p>Contractors must provide notice to TIR's Representative, Project Engineer of all Sub-Contractors involved in work activities on a regular basis.</p> <p>Where short notice situations arise due to equipment failures or unforeseen hazards or circumstances formal notification / permission may be granted verbally and followed up by supporting documentation.</p>