

**Policy**  
**Appendix B**  
**HSE Project Plan (Contractor Guide)**

The HSE Project Plan must be submitted to TIR by the successful contractor prior to commencement of the project. Contrary to the HSE Program Pre-qualification document which is largely general in nature, the HSE Project Plan is a document that provides specific details on the planned management of health, safety and the environmental aspects of the project work to be performed.

**Document Organization:** The HSE Project Plan shall be submitted in the form of a manual as follows:

1. Place in binders of commercial quality, accommodating 8 ½" x 11" paper size
2. Cover: Identify binder with typed or printed title "HSE Project Plan", Tender #, and the name of the contracted party submitting the document.
3. Provide tabbed flyleaf for each separate heading with typed heading on each corresponding tab.
4. If drawings are included in the safety document, provide with reinforced punched binder tab. Fold larger drawings to 8 ½" x 11" pages and include in a heading titled "Appendices".

**General Requirements:**

1. Explain how the HSE Project Plan will, if followed, keep persons healthy and safe at or near the work site, and the environment undamaged. Further explain how the HSE Project Plan has satisfied the below regulatory and project requirements.
2. Items that do not meet regulatory requirements will be returned to the contractor by TIR for further clarity or development.
3. Arrange content under HSE document headings as identified hereunder

**Section A - Occupational Safety General Regulations**

*[Note: In this section headings correspond with the Regulation part number]*

Part 2: General

| <b>No. 2</b> | <b>ITEM</b>   |
|--------------|---|
| 2.1          | How will communication of policies and procedures be provided |
| 2.2          | How will the JOHSE Committee be consulted                     |

Part 3: Personal Protective Equipment

| <b>No. 3</b> | <b>ITEM</b>  |
|--------------|--|
| 3.1          | PPE requirements of the project are proper             |
| 3.2          | PPE inspection procedures                              |
| 3.3          | Appropriate training in the use and maintenance of PPE |

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| 3.4 | Are personal floatation devices required |
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Part 4: Ventilation, Lighting, Sanitation and Accommodation

| No. 4 | ITEM  |
|-------|---|
| 4.1   | Ventilation requirements specified and proper               |
| 4.2   | Lighting requirements specified and proper                  |
| 4.3   | Potable water availability is specified and proper          |
| 4.4   | Number of workers on site at any given time is noted        |
| 4.5   | Number of toilets appropriate for number of workers         |
| 4.6   | How will hand sanitation / cleaning be achieved             |
| 4.7   | What eating area provisions will be provided                |
| 4.8   | Are work clothing and change rooms required                 |
| 4.9   | How will emergency showers and eyewash stations be provided |
| 4.10  | How will waste materials and debris collection be provided  |
| 4.11  | What is the plan/procedures for fire protection and escape  |

Part 5: Handling and Storage of Materials

| No. 5 | ITEM  |
|-------|---|
| 5.1   | Will debris chutes be used (if yes, provide written procedure on usage)                         |
| 5.2   | Will there be combustible bulk materials stored (if yes, provide written procedure on handling) |
| 5.3   | Will there be piled or stockpiled materials (if yes, provide procedure)                         |
| 5.4   | Inspection procedures for stockpiles  |
| 5.5   | Written specifications for stockpiles   |
| 5.6   | Procedure for storage of hazardous substances   |
| 5.7   | Procedure for rechargeable storage batteries  |
| 5.8   | Procedure for storage and use of compressed gasses  |
| 5.9   | Refueling procedure   |

Part 6: Lock-out, Tag-out

| No. 6 | ITEM                                |
|-------|-------------------------------------|
| 6.1   | Written Lock-out, Tag-out Procedure |
| 6.2   | Supervisors trained                 |
| 6.3   | Workers trained                     |

Part 7: Hoists and Mobile Equipment

| No. 7 | ITEM                                  |
|-------|---------------------------------------|
| 7.1   | Designated competent signaler(s)      |
| 7.2   | Back-up alarms on mobile equipment    |
| 7.3   | Overhead protection on equipment      |
| 7.4   | ROPS cabs on 1974 and newer equipment |

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| 7.5 | Crane inspection schedule – Daily and Weekly |
| 7.6 | Annual inspections on cranes by engineer     |
| 7.7 | Forklift training for employees              |
| 7.8 | Forklift training for supervisors            |

Part 8: Mechanical Safety

| <b>No. 8</b> | <b>ITEM</b>   |
|--------------|---|
| 8.1          | Provision for adequate guarding   |
| 8.2          | Equipment modifications to be manufacturer or engineer approved                                   |
| 8.3          | Employees trained in the use of power saw   |
| 8.4          | Employees trained in the use of bush saw  |
| 8.5          | Will the tree/bush clearing sub-contracted (if yes, are employees appropriately trained)          |
| 8.6          | Will space heaters be required (if yes, is there a fire safety policy or procedure)               |
| 8.7          | Conveyor guarding and appropriate emergency stops   |
| 8.8          | Will abrasive wheels and grinders be used on the site (if yes, are employees competent re: usage) |

Part 9: Tools

| <b>No. 9</b> | <b>ITEM</b>                                      |
|--------------|--|
| 9.1          | Inspection schedule and procedure identified     |
| 9.2          | Portable power operated hand tools are inspected |
| 9.3          | Training on powder-actuated hand tools           |

Part 10: Welding, Cutting, Burning, and Soldering

| <b>No. 10</b> | <b>ITEM</b>   |
|---------------|---|
| 10.1          | Are tasks being performed by a competent person                               |
| 10.2          | Is there an employee training program   |
| 10.3          | Inspection for combustibles   |
| 10.4          | Welding screen procedures for usage   |
| 10.5          | Safe Work Procedure for welding on containers                                 |
| 10.6          | All torches (welding and cutting) properly equipped with flash back arrestors |

Part 11: Electrical Safety

| <b>No. 11</b> | <b>ITEM</b>  |
|---------------|--|
| 11.1          | PPE for working on energized electrical installations                          |
| 11.2          | Hotline tools and procedures for working on energized electrical installations |
| 11.3          | Electrical clearance report from utility for encroachment of power lines       |
| 11.4          | Electrical safety watcher  |
| 11.5          | Observe clearance distance for 750V - 69,000V                                  |
| 11.6          | Observe clearance distance for 69,000V – 138,000V                              |

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| 11.7 | Observe clearance distance for 138,000V and greater |
| 11.8 | Plan for electrical installation                    |
| 11.9 | Danger High Voltage signs, where required           |

Part 12:      Confined Space Entry

| <b>No.<br/>12</b> | <b>ITEM</b>                               |
|-------------------|---|
| 12.1              | Confined space policy and procedure       |
| 12.2              | Supervisor training                       |
| 12.3              | Employee training                         |
| 12.4              | Rescue operations training                |
| 12.5              | Appropriate personal protective equipment |
| 12.6              | Written rescue procedure                  |
| 12.7              | Means of communication to workers         |
| 12.8              | Atmospheric testing procedures            |
| 12.9              | Electrical shock assessment               |

Part 13:      Premise and Building Safety, Construction and Demolition

| <b>No.<br/>13</b> | <b>ITEM</b>   |
|-------------------|---|
| 13.1              | Building safe means of access and egress                                |
| 13.2              | Catwalks, ramps, stairways and railings                                 |
| 13.3              | Ladder use and inspection training and program                          |
| 13.4              | Underground and overhead utility line procedures                        |
| 13.5              | Bracing and supports engineered   |
| 13.6              | Demolition hazard assessment  |
| 13.7              | Asbestos, lead, mold identification, testing and remediation procedures |
| 13.8              | Is there any gas hazard   |

Part 14:      Excavation and Trenching

| <b>No.<br/>14</b> | <b>ITEM</b>                      |
|-------------------|----------------------------------|
| 14.1              | Supervisor training              |
| 14.2              | Employee training                |
| 14.3              | Ladder use and placement         |
| 14.4              | Atmospheric testing procedures   |
| 14.5              | Trench cage usage and procedures |
| 14.6              | Trench cage inspection           |
| 14.7              | Trench cage certification        |

## Section B – Regulation Requirements

### Part 15: First Aid Regulations

| <b>No.<br/>15</b> | <b>ITEM</b>   |
|-------------------|---|
| 15.1              | Determine first aid requirements                    |
| 15.2              | Determine first aid supply requirements             |
| 15.3              | Ensure written first aid records                    |
| 15.4              | Is a first aid attendant required                   |
| 15.5              | If working remotely, provide a remote location plan |

### Part 16: WHMIS Regulations

| <b>No.<br/>16</b> | <b>ITEM</b>                                       |
|-------------------|---|
| 16.1              | Employee training (generic and site specific)     |
| 16.2              | Supervisor training (generic and site specific)   |
| 16.3              | Workplace labels of decanted products             |
| 16.4              | Placard identifiers on vehicles that require them |
| 16.5              | Material Safety Data Sheets current and on site   |

### Part 17: Blasting Safety Regulations

| <b>No.<br/>17</b> | <b>ITEM</b>                               |
|-------------------|---|
| 17.1              | Blaster certification                     |
| 17.2              | Employee training                         |
| 17.3              | Designated person(s) access to explosives |
| 17.4              | Incident reporting procedures             |
| 17.5              | Blast logs                                |
| 17.6              | Warning signs on public highways          |
| 17.7              | Handling and storage procedures           |
| 17.8              | Drilling procedures and placement         |
| 17.9              | Firing procedures                         |
| 17.10             | Misfire procedures                        |
| 17.11             | Has Department of Labour been notified    |

## Section C - Project Safety Management

### Part 18: Site Security

| <b>No.<br/>18</b> | <b>ITEM</b>   |
|-------------------|---|
| 18.1              | Procedures relating to work site and public protection, security and access control |

Part 19: Sub-Contractors

| <b>No.<br/>19</b> | <b>ITEM</b>   |
|-------------------|---|
| 19.1              | Scope of work for contractors explained   |
| 19.2              | Training policy for sub-contractors   |
| 19.3              | Training and competency of supervisors and managers   |
| 19.4              | Are training records kept for each employee   |
| 19.5              | Are designated competent positions Identified   |
| 19.6              | OHS orientation policy or statement   |
| 19.7              | Explanation on how HSE performance will be monitored and audited  |
| 19.8              | Detailed list of the OHSE documents to be provided to contractor by sub-contractors before and during the project |
| 19.9              | What frequency will the contractor perform OHSE inspections on the sub-contractors' portion of the project        |
| 19.10             | How will sub-contractors be informed of the hazards present on the work site                                      |

Part 20: Site Safety

| <b>No.<br/>20</b> | <b>ITEM</b>  |
|-------------------|--|
| 20.1              | Provide a list of HSE training and qualifications the supervisors and managers will have prior to the commencement of the project, and who will have direct control of the site          |
| 20.2              | Provide the frequency of the site safety inspections the contractor will conduct   |
| 20.3              | How will monthly JOHSE Committee meetings be conducted in a project environment  |
| 20.4              | Provide the frequency of HSE tailgate or tool box meetings and what leadership positions will be responsible for their delivery  |
| 20.5              | A detailed hazard assessment is required to be submitted for the project. Include the controls proposed to effectively manage the risks identified to any person at or near the worksite |

**Section D - Workplace Health and Safety Regulations**

*[Note: In this section, headings correspond with the Regulation part number]*

Part 21: Fall Protection

| <b>No.<br/>21</b> | <b>ITEM</b>  |
|-------------------|--|
| 21.1              | Is Fall protection required                          |
| 21.2              | Are supervisors trained                              |
| 21.3              | Are employees trained                                |
| 21.4              | Written fall protection policy and procedures        |
| 21.5              | Is a Fall Protection Plan required? Is it compliant? |

Part 22: Work Requiring Rope Access

| <b>No.<br/>22</b> | <b>ITEM</b>   |
|-------------------|---|
| 22.1              | Is rope access required                               |
| 22.2              | Is the international code of practice being used      |
| 22.3              | Written safe work practice                            |
| 22.4              | Are supervisors trained                               |
| 22.5              | Are employees trained and to what certification level |
| 22.6              | Are technician log books being used                   |

Part 23: Scaffolds and other Elevated Work Platforms

| <b>No.<br/>23</b> | <b>ITEM</b>  |
|-------------------|--|
| 23.1              | Are they required for this project   |
| 23.2              | Policies and procedures for inspection   |
| 23.3              | Procedures in the safe use   |
| 23.4              | Suspended Scaffold CSA Z-91 compliant  |
| 23.5              | Are supervisors competent  |
| 23.6              | Are the employees competent  |
| 23.7              | If a wooden scaffold is above 10 meters, has an engineer certified the structure |

Part 24: Temporary Workplace on Highways

| <b>No.<br/>24</b> | <b>ITEM</b>                                 |
|-------------------|---|
| 24.1              | Is traffic control required on this project |
| 24.2              | Are supervisors trained                     |
| 24.3              | Competency of traffic control persons       |
| 24.4              | Competency of temporary workplace signers   |
| 24.5              | Will this function be sub-contracted out    |

**Section E – Environment**

| <b>ITEM</b>  |
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| Has an environmental assessment been completed?                |
| Have the identified hazards and risks been properly mitigated? |

**Section F – Occupational Health**

| <b>ITEM</b> |
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| Were Occupational Health hazards clearly identified and explained in the HSE Plan? |
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| Were proper controls identified using the hierarchical approach (1. Eliminate; 2. Engineering; 3. Administrative; and 4. PPE) |
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| Were the occupational health hazards discussed with the TIR Occupational Health Nurse? |
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