

**Policy for Occupational
Appendix D
HSE Project Plan Evaluation Form**
[For internal TIR use only]

File Number	
Project Manager	

Company Name			
Address			
Contact Person			
Phone:	Email:	Fax:	

Section A - Occupational Safety General Regulations

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

Part 2: General

No. 2	ITEM	Not Required	Accepted	Not Accepted	Returned to Contractor
2.1	How will communication of policies and procedures be provided				
2.2	How will the JOHSE Committee be consulted				

See Below Comment:

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Part 3: Personal Protective Equipment

No. 3	ITEM	Not Required	Accepted	Not Accepted	Returned to Contractor
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				
3.4	Are personal floatation devices required				

See Below Comment:

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Part 4: Ventilation, Lighting, Sanitation and Accommodation

No. 4	ITEM	Not Required	Accepted	Not Accepted	Returned to Contractor
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				

See Below Comment:

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Part 5: Handling and Storage of Materials

No. 5	ITEM	Not Required	Accepted	Not Accepted	Returned to Contractor
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				

See Below Comment:

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Part 6: Lock-out, Tag-out

No. 6	ITEM	Not Required	Accepted	Not Accepted	Returned to Contractor
6.1	Written Lock-out, Tag-out Procedure				
6.2	Supervisors trained				
6.3	Workers trained				

See Below Comment:

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Part 7: Hoists and Mobile Equipment

No. 7	ITEM	Not Required	Accepted	Not Accepted	Returned to Contractor
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				
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				

See Below Comment:

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Part 8: Mechanical Safety

No. 8	ITEM	Not Required	Accepted	Not Accepted	Returned to Contractor
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)				

See Below Comment:

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Part 9: Tools

No. 9	ITEM	Not Required	Accepted	Not Accepted	Returned to Contractor
9.1	Inspection schedule and procedure identified				
9.2	Portable power operated hand tools are inspected				
9.3	Training on powder-actuated hand tools				

See Below Comment:

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Part 10: Welding, Cutting, Burning, and Soldering

No. 10	ITEM	Not Required	Accepted	Not Accepted	Returned to Contractor
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				

See Below Comment:

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Part 11: Electrical Safety

No. 11	ITEM	Not Required	Accepted	Not Accepted	Returned to Contractor
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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				
11.7	Observe clearance distance for 138,000V and greater				
11.8	Plan for electrical installation				
11.9	Danger High Voltage signs, where required				

See Below Comment

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Part 12: Confined Space Entry

No. 12	ITEM	Not Required	Accepted	Not Accepted	Returned to Contractor
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				

See Below Comment:

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Part 13: Premise and Building Safety, Construction and Demolition

No. 13	ITEM	Not Required	Accepted	Not Accepted	Returned to Contractor
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				

See Below Comment:

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Part 14: Excavation and Trenching

No. 14	ITEM	Not Required	Accepted	Not Accepted	Returned to Contractor
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				

See Below Comment:

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Section B – Regulation Requirements

Part 15: First Aid Regulations

No. 15	ITEM	Not Required	Accepted	Not Accepted	Returned to Contractor
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				

See Below Comment:

Part 16: WHMIS Regulations

No. 16	ITEM	Not Required	Accepted	Not Accepted	Returned to Contractor
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				

See Below Comment:

Part 17: Blasting Safety Regulations

No. 17	ITEM	Not required	Accepted	Not	Returned

				Accepted	to Contractor
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				

See Below Comment:

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Section C - Project Safety Management

Part 18: Site Security

No. 18	ITEM	Not Required	Accepted	Not Accepted	Returned to Contractor
18.1	Procedures relating to work site and public protection, security and access control				

See Below Comment:

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Part 19: Sub-Contractors

No. 19	ITEM	Not Required	Accepted	Not Accepted	Returned to Contractor
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				

See Below Comment:

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Part 20: Site Safety

No. 20	ITEM	Not Required	Accepted	Not Accepted	Returned to Contractor
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				

See Below Comment:

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Section D - Workplace Health and Safety Regulations

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

Part 21: Fall Protection

No. 21	ITEM	Not Required	Accepted	Not Accepted	Returned to Contractor
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?				

See Below Comment:

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Part 22: Work Requiring Rope Access

No. 22	ITEM	Not Required	Accepted	Not Accepted	Returned to Contractor
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				

See Below Comment:

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Part 23: Scaffolds and other Elevated Work Platforms

No. 23	ITEM	Not Required	Accepted	Not Accepted	Returned to Contractor
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				

See Below Comment:

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Part 24: Temporary Workplace on Highways

No. 24	ITEM	Not Required	Accepted	Not Accepted	Returned to Contractor
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				

See Below Comment:

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Summary	Yes / No
Submission accepted	
Submission denied and returned to constructor/contractor for re-submission	

If the submission is denied, list Sections requiring attention

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