



CONTRACTOR SAFETY MANAGEMENT PROGRAM

DEPARTMENT OF TRANSPORTATION AND INFRASTRUCTURE
Corporate Safety Division
November, 2021

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Deputy Minister

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1.0 PURPOSE

This program outlines expectations for Department of Transportation and Infrastructure (TI) employees to manage contractor safety. It is intended to provide guidance to TI employees who manage contracts, as well as other internal stakeholders, to ensure safe performance of the contracted work.

2.0 SCOPE

This program includes all contractors and service providers carrying out work for TI. TI will manage contractors so that the requirements of its Occupational Health and Safety Program and OHS Legislation are fulfilled. This program applies to all TI employees involved in any way with contracted services to the Department.

3.0 RESPONSIBILITIES

Deputy Minister:

- Provide leadership and guidance through promotion of the Program;
- Grant final approval of the Contractor Safety Management Program;
- Promote employees' right to work in a respectful workplace that is free of workplace harassment and or violence and ensure compliance with the Department of Transportation and Infrastructure's Workplace Violence and Harassment Prevention Program;
- Notify contractors of their successful bid by issuing them an award letter; and
- Approve assignment of resources to adhere to the Contractor Safety Management Program.

Executive Lead:

- Review and approve changes and updates to the Contractor Safety Management Program prior to forwarding to Deputy Minister for final approval; and
- Promote employees' right to work in a respectful workplace that is free of workplace harassment and or violence and ensure compliance with the Department of Transportation and Infrastructure's Workplace Violence and Harassment Prevention Program.
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Assistant Deputy Ministers:

- Advise executive lead on contractor safety issues, concerns and opportunities for improvement;

- Promote employees' right to work in a respectful workplace that is free of workplace harassment and or violence and ensure compliance with the Department of Transportation and Infrastructure's Workplace Violence and Harassment Prevention Program;
- Oversee compliance to the Contractor Safety Management Program within their respective Branches;
- Commit to continually enhancing a positive safety culture by supporting employees under their area of responsibility regarding specific contractor safety management issues within their Branch; and
- Approve assignment of resources to adhere to the Contractor Safety Management Program.

Directors:

- Promote employees' right to work in a respectful workplace that is free of workplace harassment and or violence and ensure compliance with the Department of Transportation and Infrastructure's Workplace Violence and Harassment Prevention Program;
- Oversee safety compliance and continual improvement initiatives of TI Contractor Safety Management Program;
- Provide a strong visible commitment and be seen as actively involved to continually build a positive safety culture;
- Communicate Contractor Safety Management Program requirements to their respective employees;
- Ensure TI employees (includes managers, supervisors) implement the Contractor Safety Management Program within their respective areas; and
- Recommend resources to adhere to the program.

Area Building Managers/Regional District Engineers:

- Promote employees' right to work in a respectful workplace that is free of workplace harassment and or violence and ensure compliance with the Department of Transportation and Infrastructure's Workplace Violence and Harassment Prevention Program;
- Provide leadership and oversight to project managers, discipline leads and contractors;
- Ensure regional teams work in accordance with applicable TI policies, procedures, and expectations;
- Identify, implement, and monitor training programs for their teams;
- Ensure the application and or develop safe work procedures as necessary, in consultation with the Corporate Safety Division;
- Identify and request resources as necessary to adhere to the Contractor Safety Management Program;

- Provide guidance and direction to their teams on the appropriate level of due diligence for Contractor Safety Management;
- Review project safety statistics and take actions to mitigate identified concerns; and
- Ensure contractor performance reviews are documented, filed and referenced in future work.

Project Managers:

- Identify the scope of work, contract specifications and requirements, and communicate unique risks that are known but may not be evident to the contractor.
- Identify and request resources to adhere to the Contractor Safety Management Program;
- Identify the requirements for a full time Contractor Safety Representative (or part-time where applicable) and ensure they are fulfilled for the project, as stated in Appendix A;
- Prior to commencing work ensure submission of:
 - Certificate of Clearance from WorkplaceNL
 - Letter of Good Standing stating Certificate of Recognition (COR) from the Newfoundland and Labrador Construction Safety Association (NLCSA) or have an equivalent company safety program which will be confirmed with corporate safety for suitability
 - All required contractor submission documents (i.e. site-specific safety plan, hazard assessment, training certifications of supervisor, etc.)
 - TI added as “additional named insured” on the liability insurance policy;
- Ensure that the site-specific safety plan is relevant to the scope of work and includes consideration of the hazards present at the worksite as well as adequate controls to prevent injury. This plan must be in place before any work commences;
- Prior to the commencement of work, arrange a health and safety pre-start meeting with the contractor, applicable TI representatives and where practicable a Corporate Safety Division Representative;
- During the pre-start meeting, identify what OHS documents will be maintained and how TI will access them periodically to monitor safety performance;
- Ensure the health and safety performance of contractors and suppliers is monitored, (duration and frequency to be determined by the Project Manager), processes are followed through as required, and any identified corrective actions are completed in a timely manner;
- Notify other divisions who may be affected by the contract work in a timely manner to allow them to undertake appropriate actions;
- Verify Contractor Safety Representative requirements as stipulated in the contract documents;
- Obtain work schedules and timelines from contractors;
- Communicate with contractors regarding planned site activities and progress;

- Promote employees' right to work in a respectful workplace that is free of workplace harassment and or violence and ensure compliance with the Department of Transportation and Infrastructure's Workplace Violence and Harassment Prevention Program;
- Liaise with the TI Site/Field Safety Representative to ensure safety expectations are understood, including collection of appropriate documentation (i.e. training records, confined space, power line and hot work permits).
- Collect relevant safety information from contractors, including safety meetings and tool-box meetings; site specific safety plans; inspections; training records; incident investigations; hazard assessments; traffic plans; and OHS orders;
- Ensure required safety documentation is up to date and maintained for the duration of the service/project;
- Conduct periodic monitoring of documents and or progress reports, such as the **Monthly Safety Performance Form** or Equivalent;
- Ensure OHS orders that have been issued to the contractor are complied with and provide copies to Corporate Safety Division;
- Ensure safety documentation collected during onsite work visits is filed and is available to the Corporate Safety Division if required; and
- Evaluate contractor's safety performance after contract completion by completing the **Contractor Performance Evaluation Form**.

TI Site/Field Representative:

- Monitor that the contractor continually reviews their site specific safety plan and that it is on site for project duration;
- Request and review documentation from the contractor to demonstrate proof that all employees of the contractor and or subcontractors have been informed of the hazards expected to be present at the work site and have read the site specific safety plan and the specific requirements for controlling those hazards;
- Monitor the contractor's safety performance by reviewing inspections, incident investigations, safety meetings, orders, etc. at a frequency as established by the Project Manager and monitor that the contractor is complying with the site-specific safety plan and other OHS Legislation/Codes;
- Discuss safety concerns with the contractor, request immediate corrective action from the contractor as appropriate and notify the Project Manager if any unsafe or non-compliant work trends are observed;
- Participate in contractor's tool box talks on site when practicable;
- Coordinate the day-to-day communication with the contractor to ensure health and safety at the worksite;
- Maintain all necessary documentation including discussions with contractors, site activities, meeting minutes and any other concerns noted with the project;

- Promote employees' right to work in a respectful workplace that is free of workplace harassment and or violence and ensure compliance with the Department of Transportation and Infrastructure's Workplace Violence and Harassment Prevention Program;
- Verify completion of **Contractor Daily Traffic Control and Signage Log** for applicable projects; and
- Review contractor site inspections to ensure identified hazards have been corrected by the contractor and report any concerns to the Project Manager & Corporate Safety Division.

Corporate Safety Division:

- Provide support for the ongoing implementation of the Contractor Safety Program, including site specific safety plan review, identification of training and traffic plans;
- Periodically assess contractor performance throughout TI's operations;
- Act as a resource in assisting TI Project Personnel on reviewing contractor safety;
- Support the TI representative in the preparation and delivery of site orientation/pre-job health and safety meetings where appropriate and as required;
- Periodically review the Contractor Safety Management Program and make recommendations for improvement as deemed necessary;
- Provide knowledge, expertise, and assistance to directors, project managers, and site supervisors in incident investigations as requested;
- Assist project managers in the review of safety documents of contractors during bid reviews;
- Corporate Safety Manager shall review the award letter issued by tendering and contracts and distribute internally via HPRM (TRIM) as required to applicable staff (based on region and tasks involved);
- The individual assigned shall review the award letter and discuss OHS expectations with the TI Project Manager (based on level of risk, project duration, etc.);
- Maintain a log for contractor reported incidents;
- Promote employees' right to work in a respectful workplace that is free of workplace harassment and or violence and ensure compliance with the Department of Transportation and Infrastructure's Workplace Violence and Harassment Prevention Program; and
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- Assist in and where necessary perform detailed incident investigations and reporting for high-risk activities or high consequence incidents.

Contractors:

- Responsible and accountable for site safety;
- Be aware of and follow all applicable OHS Legislation/Codes;
- Develop and implement site specific safety plan (see Appendix B);

- Ensure critical tasks for the project have been identified in the project hazard assessment;
- Ensure the site-specific safety plan relevant to the work has been submitted to TI, has been communicated to all contractor employees and subcontractors and that the plan is followed at all times;
- Ensure all sub-contractor work is identified under the one site specific safety plan and hazard assessment;
- Sub-contractors must meet all the same requirements as outlined in this document;
- Provide information to the Project Manager on how subcontractors will be managed and how the site specific expectations will be communicated and enforced;
- Develop safe work procedures appropriate to the hazards present as necessary for safe work;
- Ensure employees have the appropriate training and qualifications and are competent to perform the work in a safe manner;
- Provide documentation (and monitor throughout contract duration) certification documents with expiry dates, equipment inspection documents, permits required to complete the work, and any other documentation required as referenced in other parts of this document;
- Promote employees' right to work in a respectful workplace that is free of workplace harassment and or violence and ensure compliance with the Department of Transportation and Infrastructure's Workplace Violence and Harassment Prevention Program;
- Hold regular toolbox talks, with additional talks if there are changes to the job;
- Conduct weekly site inspections of the worksite;
- Complete and submit to the Project Manager the **Monthly Safety Performance Form or Equivalent** that includes safety documentation;
- Notify TI Project Manager as required on applicable management of change issues;
- Ensure changes are added to the overall site specific safety plan and communicated with those affected;
- Report deviations from the site specific safety plan to the Project Manager;
- Ensure all incidents are investigated and corrective actions implemented as necessary;
- Notify TI of all incidents in a timely matter;
- **Immediately notify** the OHS Division of Service NL by telephone of the occurrence of any accident that results in a **serious injury** to a person or results in the **death** of a person; or that had or continues to have the **reasonable potential of causing serious injury to or the death** of a person as prescribed by NL OHS Legislation;
- Provide a copy of all notifications made to the OHS Division of Service NL to TI; and
- Notify TI of all OHS orders issued while performing work on a TI site.

Contractor Site Supervisor:

- Provide specific safety instruction directly to contractor employees;

- Ensure all work is completed with safe work procedures;
- Coordinate all communication for the purpose of ensuring health and safety on the worksite
- Conduct regular toolbox talks and ensure employees are in attendance;
- Promote employees' right to work in a respectful workplace that is free of workplace harassment and or violence and ensure compliance with the Department of Transportation and Infrastructure's Workplace Violence and Harassment Prevention Program;
- Ensure contractor employees have and use proper materials and equipment;
- Ensure Personal Protective Equipment (PPE) is available and worn;
- Lead by example for their employees in the use of PPE and work habits;
- Stop work if an unsafe condition or practice is observed and ensure corrective action is implemented;
- Ensure incidents are reported in contractor incident reporting system;
- Investigate incidents and hazards; and
- Immediately report injuries, near misses and incidents to the TI Project Manager; and participate in incident investigations.

Contractor Safety Representative:

- Provide guidance and support to ensure health and safety is compliant with the site-specific safety plan for the project, and that all other safety expectations are followed; and
- Promote employees' right to work in a respectful workplace that is free of workplace harassment and or violence and ensure compliance with the Department of Transportation and Infrastructure's Workplace Violence and Harassment Prevention Program.

Tendering and Contracts:

- Administer the tendering process (advertise, receive and open bids);
- Review the bids for appropriate securities;
- Request and collect documents as outlined in the specifications (i.e. Insurances, COR Letter, WorkplaceNL Certificate of Clearance etc.); and
- Issue award letter to contractors and provide award letter to the Manager of Corporate Safety Division.

4.0 PROCEDURE

Contractors performing work for TI shall be expected to mitigate exposure to risks that may arise from work activities and or services rendered. TI representatives shall perform due diligence to ensure that contractors perform in a manner consistent with OHS Legislation.

This procedure involves four phases - Planning, Award, Monitoring and Post Evaluation.

4.1 Planning

The purpose of this stage is to identify the scope of work and to develop contract specifications. The scope of work should be well written and have a specific description of work phases so that there is a clear understanding of the work to be performed. The scope of work can be supported by design specifications, site specifications, standards, drawings, etc. so that the contractor has a full understanding of the requirements. TI should disclose any unique risks that are known but may not be evident to the contractor.

An important part of the planning phase is to determine whether a full-time on-site contractor safety representative is required. While there are many factors to be considered, including the level of risk, regulatory requirements, etc. there are tools available to assist in making this determination such as the Guidelines for Section 01 35 29.06, Site Dedicated Full Time Contractor's Safety Representative. In addition, the Corporate Safety Division is available for support and guidance regarding any questions in this regard.

Contract specifications help ensure TI's expectations for potential contractors are understood from an OHS perspective. Outlining any TI specific requirements enables a contractor to bid on the work with greater accuracy.

These requirements can be documented in the contract through: General Conditions; Supplementary General Conditions; Section 01 35 29.06 - Health and Safety Requirements, NL Master Specification Guide for Public Funded Buildings; Section 190 Occupational Health and Safety Specifications for the Highway Design Division; Guidelines for Section 01 35 29.06, Site Dedicated Full Time Contractor's Safety Representative; and in the summary of work.

Contractors are required to meet the minimum health and safety requirements as provided below. Contractors which do not meet these requirements will be rejected.

- Proof that they are registered and in good standing with WorkplaceNL by providing a Certificate of Clearance. A clearance certificate releases the principal from liability under Section 120 of the Act for unpaid assessments for the contracts performed by the contractor in the period for which clearance is valid – normally 45 days from date of issue.
- Letter of Good Standing from the Newfoundland and Labrador Construction Safety Association (NLCSA) indicating that the contractor is fully certified in the Certificate of Recognition Program (COR) and or have an equivalent company safety management system/program which will be confirmed with the Corporate Safety Division for suitability.
- General Commercial Liability Insurance noting TI as certificate holder/additional name insured.

4.2 Award

The approval to start work is conditional pending the submission of further safety documentation within the specified period as determined by the Project Manager. This documentation is typically requested after notification of the award letter. Acceptance of this documentation shall be viewed as acknowledgement that the contractor has submitted the required documentation as per contract specifications.

These documents may include, but are not limited to:

- Detailed project site specific safety plan (SSSP) - see Appendix B
- Comprehensive hazard assessment of the project phases including a plan to mitigate hazards identified
- Training and qualifications
- Subcontractor management to ensure site-specific expectations will be communicated and enforced.

The contractor's site-specific safety plan must identify associated hazards. If the scope of work changes throughout the project the contractor shall reassess all existing and new hazards and resubmit to TI Project Manager.

The Project Manager and the contractor will hold a pre-start Health and Safety meeting prior to commencement of work. The Project Manager will determine the time and location and will keep a record of attendees present at the meeting. Attendees should include the Project Manager, other TI Representatives, Contractor Site Supervisor, Contractor Safety Representative and any other individual deemed necessary by the Project Manager.

The following topics should be reviewed with the contractor:

- Role of contractor vs owner
- Review of work scope
- Scheduling and coordination of work (Monitoring Plan)
- OHS Act & Regulations
 - Supervisor responsibilities
 - Confirmation of site supervisor
- Site-specific hazards and controls
 - Each work phase
 - Safe job procedures for each work phase (i.e. fall protection, demolition, confined space entry, asbestos abatement, etc.)
- Review of the site specific safety plan
 - Emergency procedures/response, first aid, orientation to site, personal protective equipment (PPE), training certifications, etc.
- Required permits
- Traffic Control Plan (if applicable)
- Security

- Site access, public safety, storage considerations
- Incident reporting procedure and reporting forms
- Inspection Requirement (Equipment/Tools/PPE)
- Parking Policy for all Powered Mobile Equipment
- Subcontractor Management
- Respectful Workplace
- Change Management Process

Site orientations are required to advise workers of the hazards on their worksites and will be performed by the party most familiar with the hazards of the worksite. For sites currently under TI control, a site orientation is required for all contractors before work begins and the TI Representative will conduct and document this walk-through. This representative must be familiar with the hazards associated with the work site and the work performed and, if applicable, can advise TI employees if any coordination of work is required (i.e. other employees working in the area). In other cases, such as new building construction, it may be more appropriate for the contractor to facilitate the orientation. For sites under the control of the contractor, it is likely more appropriate for the contractor to facilitate the site orientation.

4.3 Monitoring

The Project Manager is required to ensure adequate monitoring of the contractor. The complexity of work and hazards involved will determine the degree of monitoring required. The Corporate Safety Division is available for support and guidance regarding any questions about contractor monitoring.

The worksite will be monitored to confirm that the requirements of the contractor's site specific safety plan coincides with OHS legislation and best practices and is relevant with controlling site specific hazards. Documentation of contractor inspections shall include work observations of particular tasks throughout the project in which non-conformances have been identified and corrected. This documentation will be submitted through the **Monthly Safety Performance Form or Equivalent**. TI Representatives will ensure that contract documents are filed according to the approved records retention and disposal schedule.

The contractor is required to identify, evaluate and control the hazards associated with the work. A detailed hazard assessment associated with each work phase will be provided for review during the submission of the site-specific safety plan. Major hazards known to TI which have not been addressed will be communicated to the contractor, followed by a request to submit a new updated hazard assessment.

Additional site identification and control measures will be required by the contractor as activities, operations and site conditions change. These site-specific hazards shall be documented, provided to TI and communicated with everyone at the site on how they will be managed.

Contractors are required to report all incidents (loss or near miss) which occur on TI worksites. Contractors are required to investigate incidents and provide documentation to the Project Manager. Based on the seriousness of the incident, the Project Manager and/or TI Representative may also conduct their own investigation. Support is available for incident investigation from the Corporate Safety Division at the request of the Project Manager, and when appropriate, the investigation may be led by the Corporate Safety Division.

Deviations from the contractor's site-specific safety plan will be brought to the attention of the Project Manager verbally and immediately followed up in writing. If deemed necessary, the Project Manager may request a revised site-specific safety plan. Failure to notify TI of such deviations, or continued deviations shall be grounds for termination of the contract.

All TI Representatives have the authority to stop work if they identify health and safety violations that could pose an imminent danger to anybody at or near the worksite.

Upon completion of the work, the Project Manager or TI Representative shall inspect the worksite to verify contract specifications have been met, that all work and documentation is complete, and that any unsafe conditions created by the contractor have been addressed. The job site should be properly cleaned up and materials properly disposed.

4.4 Post Evaluation

Once the contractor has completed all required activities for the project, they will be evaluated by the Project Manager. The **Contractor Performance Evaluation Form** includes: quality of execution, timeliness in completing work and management of the project (i.e. post safety performance evaluation). Some of the safety components of an evaluation shall include compliance with legislation, compliance with the site-specific safety plan, incident report, effectiveness of risk assessments, and correction of deficiencies in a timely matter, and provision of all required documentation for the project.

Contractors must be informed that TI will be carrying out an evaluation on the company. This evaluation will be completed by the Project Manager and applicable TI Representatives. A copy of these results shall be shared with the contractor and Corporate Safety Division, which will maintain a database of all contractor evaluations for future reference.

All records associated with the project are to be kept electronically as per the approved records retention and disposal schedules.

5.0 SERVICE CONTRACTS

Contractors retained for routine maintenance and/or service contracts shall meet the requirements as per the specifications identified in the Tender/Contract. On an annual basis, contractors are required to attend a safety meeting facilitated by the Project Manager, which is to be documented on the **Annual Service Providers Safety Meeting Form**. Project Managers must also ensure required safety documentation is up to date and maintained for the duration of

the service/project. A Project monitoring schedule will be determined by the Project Manager for the duration of the contract based on the type/complexity of work and hazards involved.

The Corporate Safety Division can provide advice and support in this regard should it be deemed necessary by the Project Manager.

6.0 MANAGEMENT OF CHANGE (MOC)

Changes made to the initial scope of the contract document shall be made with the Project Manager's approval. Each change will consider if an edit to the site-specific safety plan is required. Proof of sign-off for those involved with the work is required indicating that they understand that change.

7.0 REFERENCE DOCUMENTS

- [Monthly Safety Performance or Equivalent](#)
- [Annual Service Providers Safety Meeting Template](#)
- [Contractor Daily Traffic Control Signage and Log](#)
- [Contractor Performance Evaluation](#)
- [Worksite Safety Checklist](#)

8.0 DEFINITIONS

Agreement- A written understanding or agreement between two or more persons or companies (i.e. purchase order, contract, etc.)

Certificate of Recognition Program (COR)-The Newfoundland and Labrador Construction Safety Association (NLCSA) Certificate of Recognition (COR) Program is a health and safety certification program for employers in the construction and related industries. The program is designed to assist companies in the development and maintenance of a company-wide health and safety management program. Firms receive accreditation upon completion of COR™ training, development and implementation of a company-wide safety program, a comprehensive Hazard assessment, and internal and external safety reviews.

Certificate of Clearance- A letter that confirms an employer is in good standing with WorkplaceNL, which means the firm is registered and up-to-date. Clearance letters are valid for 45 days from the date of issue.

Construction- As per the OHS Regulations, construction means building, erection, excavation, alteration, repair, renovation, dismantling, and demolition. Structural maintenance, painting, moving, land clearing, earth moving, grading, street and highway building, concreting, equipment installation and alteration and the structural installation of construction components and materials in any form or for any purpose, and work in connection to it.

Contractor- A supplier of labour, a service and or materials who performs work for TI.

Contractor Employee- An employee representing the contractor; could be either a supervisor, worker and or a safety representative.

Contractor Safety Representative- This is the company's safety representative who is responsible for developing, implementing, daily enforcement, monitoring and updating the site-specific safety plan. A representative can include a National Construction Safety Officer (NCSO), Construction Safety Officer (CSO), Canadian Registered Safety Professional (CRSP), Certified Health and Safety Consultant (CHSC), etc.

Contractor Site Supervisor- a contractor employee responsible for the health and safety of all workers on site. They will advise workers of site hazards, provide proper instructions to protect all workers and ensure all workers wear required personal protective equipment.

Project Manager- The person responsible to oversee the work and the successful completion of the contract in a safe, productive and timely manner. This includes those responsible for service contracts. The Project Manager may delegate activities, such as day-to-day operations as required.

TI Site/Field Representative - The person responsible for overseeing the day-to-day operations as required which can vary depending on the type and complexity of the project.

Service- Refers to maintenance and miscellaneous services (i.e. snow clearing, janitorial, pest control, garbage removal, etc.).

Serious Injury- fractures, amputations, sight loss, serious internal hemorrhages, burns that require medical attention, any injury caused by explosives, asphyxiation or poisoning by gas that results in a loss of physical control, or another injury that is likely to endanger life or cause permanent injury. Any injury that causes unconsciousness, results in substantial blood loss, or places life in jeopardy is also a serious injury.

9.0 LINKS AND RESOURCES

- Highway Design Division - Section 190 Occupational Health and Safety
https://www.TI.gov.nl.ca/publications/2011_highway_specs_2013_amendments
- NL Master Specification Guide for Public Funded Buildings - Section 01 35 29.06
<https://www.TI.gov.nl.ca/works/masterspec/masterspec.html>
- [Workplace Violence and Harassment Prevention Program](#)

10.0 APPENDICES

Appendix A

Guideline for requirements site dedicated full time Contractor Safety Representative (Section 01 35 29.06) in relation to Tender Specifications (Buildings).

Appendix B

Guideline for the development of a written site specific safety plan (SSSP).

Appendix A

GUIDELINE for Section 01 35 29.06

SITE DEDICATED FULL TIME CONTRACTOR'S SAFETY REPRESENTATIVE

A site dedicated full time Contractor's Safety Representative will be employed on a site project where:

- The project is seen by the Department of Transportation and Infrastructure as "complex" in nature.

Or where at least three of the following conditions exist:

- The project budget exceeds 10 Million Dollars.
- The project will employ more than twenty workers (at one time) and involve multiple trades/specializations.
- The project may increase risk to public safety, or takes place in an occupied facility.
- Phases or requirements of the project would be deemed high risk (high rise scaffolding, diving, etc.).
- The anticipated construction period of the project is 6 months or more.

The recommendation of either manager will result in the utilization of a site dedicated full time Contractor's Safety Representative.

| |
|---|
| Project Title: _____ Project #: _____ |
| <u>Design Manager Review</u> |
| Site dedicated full time Contractor Safety Representative is recommended for this project <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Comments: _____ Completed by: _____ Date: _____ |
| <u>Construction Manager Review</u> |
| Site dedicated full time Contractor Safety Representative is recommended for this project <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Comments: _____ Completed by: _____ Date: _____ |



| | |
|---------------------------------|-------|
| <u>Director Approval</u> | |
| Signature: | _____ |
| Date: | _____ |

Appendix B

GUIDELINE for the development of a site specific safety plan (SSSP)

A written site specific safety plan (SSSP) determines how health and safety will be managed for a particular project by reviewing all work tasks and expected hazards associated with the project. The identification and control of hazards for the project is a crucial piece for all site specific safety plans. When used correctly, it ensures site information is regularly updated as a project progresses/changes and that safety is monitored.

A SSSP is not a company's health and safety program manual, but the SSSP can make specific references to the company/corporate programs such as respiratory protection, fall protection, hearing conversation, or general safe job procedures. This can be provided as an additional document for reference where needed. The SSSP should only include for example, the company's site-specific fall protection plan and or site procedures related to the tasks for site.

A written SSSP should incorporate the following, but is not limited to:

- Adherence to specification documents (if applicable) i.e. Spec 190/Spec 01 35 29.06
- Comprehensive work plan/brief description of work
- Project specific hazard assessment to support each work phase
 - Consideration must be given to objectives of work, tasks, equipment, positions, resources, training etc.
 - Should not be confused with your company annual comprehensive hazard assessment or risk inventory for all activities, equipment and or resources
 - Hazard assessment is a critical piece for ensuring the outlining measures for your complete SSSP
- Safe work procedures/safe work practices for particular jobs identified
- Safety training
- Traffic control
- Safety monitoring & communication of the project
- Equipment inspections
- Emergency response
- Sub-contractor management
- Incident investigation
- Supervision of project

Acceptance of SSSP and other submitted documents by the owner's representative shall be viewed as acknowledgement that the contractor has submitted the required documents for the plan. The SSSP must be reviewed with everyone on site before the project commences. In addition, all employees are required to sign-off that they understand the hazards and controls that are put in place, as well as who is responsible for what on the job site, this can be done in a site safety kick off meeting, site orientation, as well as reiterated in your tool box talks.