

COR/2018/03933

CIRCULAR

To: Municipalities, Local Service Districts and Consultants

RE: Training for Consultants

Date: November 26, 2018

Please note that Section 2.1.6 of the Prime Consultant Agreement (Revision Date: July 20, 2012) states:

2.1.6: “The Prime Consultant should be aware of its responsibilities under the Occupational Health and Safety Act & Regulations. Notwithstanding any obligation imposed by the Occupational Health and Safety Act & Regulations, the Prime Consultant shall:

- a) **Verify, prior to issuing approval to proceed with the work, that a contractor(s) has a safe work policy and that a site specific health and safety risk assessment & management plan is in place for the project.**
- b) **Ensure that onsite personnel under the employ of the prime Consultant have a reasonable understanding of industry accepted construction practices, including the Occupational Health and Safety Act & Regulations pertaining to the type of work being undertaken.**
- c) **Through regular project progress meetings obtain copies of contractor documented safety plan activities at site, including but not necessarily limited to reporting of events/incidents, minutes of toolbox meetings, and any required actions to be taken as a result of these activities.**
- d) **Identify unsafe work conditions to the contractor that on site personnel may become aware of, and if necessary report same to the Occupational Health & Safety regulators.**

In an effort to ensure the safety of all personnel for municipal infrastructure projects, the Department would like to bring this item to your attention and reiterate that the submission of dated (including expiry date) safety training certificates must be forwarded to the Department prior to the commencement of construction. Consultants must provide documentation from a training provider certified in Newfoundland and Labrador demonstrating that all field personnel have completed a construction awareness program (at least every three years) which must include, but not limited to, the following topics:

- Confined space entry
- Electrical hazards
- Fall protection
- Personal protective equipment: the basics

- Powerline hazards
- Safe driving: backing up
- Scaffolding and ladder safety awareness
- Standard first aid
- Trench and excavation safety awareness
- Occupational health and safety orientation
- WHMIS

Please also note that Form 14 of the Municipal Water, Sewer and Road Specifications must be completed as backup for all inspection service expenses.

Sincerely,



DAN MICHIELSEN
Assistant Deputy Minister

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cc: Regional Engineers