

**Appendix A**  
**Health, Safety & Environment (HSE) Program**  
**Pre-Qualification Guide**

Prior to commencement of the tender bid process contractors are required to pre-qualify in order to bid on Transportation and Infrastructure Renewal (TIR) projects. To satisfactorily meet this requirement, prior to the announcement of a public tender, contractors must provide a Health, Safety and Environment (HSE) Program Pre-qualification document that meets the following requirements:

**1.0 HSE Document Submission:**

- 1.1 The pre-qualification document submitted by the contractor applies to the construction and maintenance work of future work contracts owned by TIR.

The contractor shall submit two copies of the document to the TIR representative responsible for the administration of the Pre-qualification program.

- 1.2 Included in the document should be specific information detailing the methods and procedures to be implemented by the contractor to ensure adherence to all relevant Acts, regulations, codes and policies, including but not limited to the Occupational Health and Safety Act and the Environment Act and their respective regulations; Workers' Compensation Act; Fire Protection Act; Provincial Building Code Act; and Dangerous Goods Transportation Act.

Further, the contractor must detail how the work on the project will:

- a. ensure the health and safety of all persons at or near the project including, but not limited to, their own staff, subcontractors, the public, and TIR staff while on the project site;
  - b. ensure the measures and procedures of the regulatory agencies and industry best practices specified are carried out; and
  - c. ensure every employee, self-employed person and employer performing construction and maintenance work under this contract complies with the regulatory requirements.
- 1.3 Where changes to the methods and procedures used in the execution of construction and maintenance work are required, the contractor HSE document 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. HSE Document Organization:

The document shall be submitted in the form of a manual as follows:

- Place in a 3-ring binder of commercial quality accommodating 8.5" x 11" paper size.
- Font type will be Arial 12.
- Cover: Identify binder with typed or printed title “**HSE Program Pre-Qualification Document**” (Font Arial 16, Bold) and the name of the contractor submitting the document.
- Provide tabbed fly-leaf for each separate heading with the typed heading on each tab
- If drawings are placed within the document ensure they are reinforced in a 3-hole punched binder tab. Fold larger drawings to size of standard 8.5” x 12” pages.
- Arrange content under headings specified in Section 3 (shown below).

## 3. HSE Document Headings:

- 3.1 Company HSE Policy: Include information pertaining to the company’s policy and commitment to occupational health and safety and the environment, including the responsibilities of management, supervisors and workers.
- 3.2 Internal Responsibility System: Outline employee rights and responsibilities, incident reporting procedures, requirements for reporting and addressing hazards, right to refuse unsafe work process and procedures, and the employee and management training requirements on the aforementioned topics.
- 3.3 Company HSE Rules and Corrective Action: Include general policy and procedure (rule) requirements relative to HSE including, but not necessarily limited to:
  - 3.3.1 Use of Personal Protective Equipment (PPE) and Clothing
  - 3.3.2 Fall Protection
  - 3.3.3 Confined Space
  - 3.3.4 Risk of Drowning
  - 3.3.5 Working Near Power Lines
  - 3.3.6 Avoidance of Horseplay
  - 3.3.7 Reporting and Investigation of Near-Miss events
  - 3.3.8 Reporting and Investigation of Incidents
  - 3.3.9 Housekeeping(Note: Add other rules as related to the project.)
- 3.4 Drug and Alcohol Policy: Include the Drug and Alcohol policy, and the Smoking Policy. This policy must address at least the following requirements:
  - 3.4.1 Method of monitoring and compliance

- 3.4.2 Corrective action measures to be taken for non-compliance
- 3.4.3 Method of communication to workers on policy requirements
- 3.4.4 Reporting measures to TIR on non-compliance and action taken

3.5 Hazard Assessment and Control: Identify the methods to be used when identifying potential hazards typically encountered on construction and maintenance project sites. Include control methodologies to be considered and applied to ensure health and safety of all persons at or near the project site. Detail how hazards will be continually identified and assessed, and risks controlled.

In addition to a narrative explanation, include a chart (similar to the sample shown below) to highlight the key elements:

**Sample Hazard Assessment Chart**

HAZARDS	RISKS	CONTROL MEASURES
1. Working at Heights	1. Fall	1. a. Explore use of zoom boom. b. Compile a Fall Protection Plan c. Erect a fully-decked scaffold d. Provide and ensure use of fall arrest e. Provide Fall Protection training f. Ensure competent supervision g. Complete a written safe work practice or procedure h. Communication plan i. Ongoing and documented inspections j. First aid trained workers and supplies on site
2. Working near power lines	2. Shock (injury/burn) and Electrocutation (death)	2. a. Contact the utility and de-energize power. b. Have the utility temporarily relocate power line(s). c. Have the utility install an insulated cover-up (boot) on the power line. d. Have the utility locate underground power lines. e. Training for workers on electrical awareness and the regulatory requirements. f. Written safe work practice or procedure g. Competent supervision h. First aid trained workers and supplies on site

Describe how supplementary information will be communicated with respect to additional potential hazards that are identified during the execution of the work. Include a blank copy of the contractor’s Hazard Assessment form.

- 3.6 Inspection program: Include a copy of your pre-use vehicle and equipment inspection program. Also, provide a copy of your Job-site HSE Inspection Program and the title/position of the person typically assigned to conduct project HSE inspections, as well as the frequency of the inspections. Ensure the inspection report indicates who is responsible to address observed hazards and risk mitigation as well as a timeline for this action to occur.
- 3.7 Incident Investigation: Identify the investigation methods that will be employed to investigate an incident, the requirement of employees to report an incident, how the root cause will be determined, the position of the person that will conduct the investigation, and what training persons have in how to investigate an incidents.
- 3.8 Personal Protective Equipment: Include the types of protection that will be provided to the employees and how (and how often) the protective equipment will be maintained and cleaned. Describe under what circumstances personal protective equipment will be used by workers and visitors to the project site. Describe the training that will be provided to workers on the use and maintenance of the equipment.
- 3.9 Supervision: Describe how the project will be supervised and monitored for compliance with OHS and Environment requirements, including the activities of sub-contractors.
- 3.10 Employee Safety Training: Include documentation on the competence of employees (including supervisors) that may be working on the TIR project. Include assurance that all employees, supervisors and managers meet all of the knowledge, skills and training requirements to be considered “competent” to perform their duties. (Note: “Competent” is a term defined in the Occupational Safety General Regulations.) This should include sub-contractors’ competence.

Where the Occupational Safety General Regulations require “designated competent” persons to undertake certain duties, include an assurance that persons assigned to these duties have been designated in writing by their employer as being “competent.”

- 3.11 Project Safety Records: Identify the duration that site safety records will be kept and where they will be located. These records will include at least the following: tool box talks; inspection reports; investigation reports; hazard assessments; employee training records; JOHS Committee minutes; inspection reports, orders and administrative penalty documentation provided by the Departments of Labour and/or Environment, etc.
- 3.12 Project Joint Occupational Health, Safety & Environment Committee (or Rep): Describe the committee membership and terms of reference. The frequency of committee meetings must be at least monthly.

- 3.13 Sub-contractor HSE Program: Describe the process and procedures used to determine or select sub-contractors. The contractor must ensure the sub-contractor has WCB coverage, a Certificate of Recognition or WCB Safety Certification.
- 3.14 Emergency Preparedness: Describe the action to be taken in the event of an emergency. Arrange content under the following sub-headings:
- 3.14.1 First Aid: Include information regarding the establishment of a First Aid Station, type and quantity of required supplies, and staff training and awareness of the location of this facility and supplies.
- 3.14.2 Emergency Contact: Identify that in case of a medical emergency, employee are to call 9-1-1.
- 3.14.3 Plan Testing and Program Improvement: Describe how these procedures and processes will be tested for effectiveness.
- 3.15 Environmental Accountability: If tendered work has the potential to impact the environment, explain your Environmental policy, Waste Management policy and procedures, Spill Response Plan, NSTIR Sediment and Erosion Control training provisions (green card) and, if applicable, Asbestos Waste Management Program and/or policy.
- 3.16 Company Policies and Procedures: Identify the policies and procedures for high risk tasks such as, but not necessarily limited to:
- Working at heights and Fall Protection
  - Working Over or Near Water and the Risk of Drowning
  - Lock Out – Tag Out and Permits
  - Confined Space Entry and Permits
  - Hot Work Permits
  - Blasting Safety
  - Work Near Energized Power lines (Overhead and Underground)
  - Use of Heavy Equipment (Lifting equipment, Vehicles)
  - Traffic Control
  - Excavation and Trenching
  - Liquid Anti-Strip
- 3.17 Occupational Health Policies and Procedures: Describe your policies, procedures, practices and appropriate training requirements to ensure employee health risks will be monitored and controlled. In so doing, you must consider and include at least the following:
- Employee exposure to gasses, emissions, vapors, mists, fumes, smoke, dust and chemical substances
  - Written Respiratory Protection Program that includes how it will be communicated to employees and how hazards will be identified. Explain how control measures will be chosen, implemented and monitored

- Noise Protection and Hearing Surveillance Program that explains how noise levels will be monitored and employees protected
- An assessment of employees that may be exposed to excessive vibration to arms, hands or entire body
- Asbestos, mold and lead exposure control
- Heat and cold stress
- First aid supply requirements for vehicles, boats, powered mobile equipment, or aircraft
- Drinking water, toilets, and hand washing facilities
- Eating areas, work clothing, and change rooms

3.18 Health and Safety Performance: Please provide the following information:

- WCB experience rating for the last 3 years
- Industry experience rating for the last 3 years for your industry
- Lost-time Injury Frequency<sup>1</sup> for the last 3 years using the formula below :

$$\text{Lost Time Injury Frequency} = \frac{\text{Lost Time Injuries X 200,000}}{\text{Total person hours worked per year}}$$

- Copy of Compliance Orders issued by the Department of Labour and/or the Department of Environment during the past 36 months
- Copy of any charges laid by the Department of Labour and/or the Department of the Environment and a description of the outcome of the charges
- Copy of Inspection Reports issued by the Department of Labour and/or the Department of Environment during the past 36 months
- Number of workplace fatalities during the past 36 months
- Number of lost-time incidents during the past 36 months
- Copy of the Administrative Penalties issued to the company and individual workers of the company during the past 36 months
- Copy of WCB Safety Certified recognition or a Certificate of Recognition issued jointly by the WCB and an occupational health and safety organization approved by WCB. If the aforementioned documentation is not available, the company must provide proof that it is in the process of qualifying for the WCB Safety Certified designation or Certificate of Recognition from an occupational health and safety organization approved by WCB
- Copy of a Clearance Certificate from the WCB that indicates the account is in good standing
- Copy of the Modified Work and Return to Work Program

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<sup>1</sup> Lost Time Injury means any injury that causes an employee to lose time from work.