

Policy for Occupational Health, Safety and Environment Requirements for Contracted Construction and Maintenance Work

Policy Statement

Construction and Maintenance work undertaken by contracted parties on Nova Scotia Transportation and Infrastructure Renewal (the Department) sites or on projects owned by the Department (Province of Nova Scotia) must be undertaken in a healthy and safe manner in consideration of all hazards present at the site or associated with the work to be performed.

This policy addresses a need to improve the process for awarding contracts, providing clarity of responsibility for oversight to the Department and contractors, and to ensure regulatory compliance.

Rationale

Construction and maintenance work must be conducted in a manner compliant with the Nova Scotia Occupational Health and Safety Act, Environment Act, Workers Compensation Act, Fire Protection Act, Provincial Building Code Act, Dangerous Goods Transportation and their respective regulations, as applicable.

Courts have indicated that Owners (like the Department of Transportation and Infrastructure Renewal) must provide a level of oversight on construction and maintenance projects for which contractors have been hired by the Department.

Policy Objectives

The policy will:

- 1.1 Clarify for both contractors and Department staff the health, safety and environmental requirements of a project.

- 1.2 Streamline the documentation to be gathered and reviewed for contractors wishing to bid and/or work on a project. Thus saving time and resources for the hired contractor.
- 1.3 Ensure regulatory compliance, constant vigilance and due diligence by the Department and the hired contractor.

2.0 Definitions

In this policy,

- 2.1 *Adequate* means sufficient to protect a person from injury or damage to health.
- 2.2 *Competent Person* means a person who is qualified because of their knowledge, training and experience to do the assigned work in a manner that ensures the health and safety of every person in the workplace, and knowledge about the provisions of the act and regulations that apply to the assigned work, and about potential or actual danger to health or safety associated with the assigned work.
- 2.3 *Committee* means a Joint Occupational Health and Safety Committee established under the Act. May also be abbreviated as JOHS, JOHSC or JOHSE (Environment component added).
- 2.4 *Contractor* means a person who contracts for work to be performed at the premises of the person contracting to have the work performed, but does not include a dependant contractor or a constructor.
- 2.5 *Constructor* means a person who contracts for work on a project, or who undertakes work on a project himself or herself.
- 2.6 *Designated* means, in relation to the employee, appointed in writing by the employer.
- 2.7 *Health Safety and Environment (HSE)* means a program that effectively manages the health effects that a task or job function has on an employee, the safety risk an employee is exposed to, and the effects the work or project will have on the surrounding land, water and air.

- 2.8 *Owner* includes a trustee, receiver, mortgagee in possession, tenant, lessee or occupier of lands or premises used as a workplace and a person who acts for, or on behalf of, an owner as an agent or delegate.
- 2.9 *Project* means a construction project and includes the construction, erection, excavation, renovation, repair, alteration, or demolition of any structure, building, tunnel or work and the preparatory work of land clearing or earth moving, and work of any nature or kind designated by the director (Department of Labour and Advanced Education) as a project.
- 2.10 *Safe Work Practice* is a generally written method outlining how to perform a task with minimum risk to people, equipment, materials, environment, and processes.
- 2.11 *Safe Work Procedure* is a series of specific steps that guide a worker through a task from start to finish in a chronological order. Designed to reduce the risk by minimizing potential exposure.

Application

This policy applies to the Department and to contractors applying to be hired by the Department through the government procurement process (Public Tenders Office), by Department Purchase Order (DPO) or by verbal contract to complete construction and maintenance work where there exists a hazard(s) to the contractor's employees, Department employees or the public.

This policy does not apply to:

- a) "supply only" or "supply and deliver" contracts where work is not undertaken at a Department site or project; or
- b) "low hazard" work by contract consultants, such as lawyers, accountants, human resource consultants, draftspersons and clerical staff unless they enter the area where the construction or maintenance work is being undertaken.

Accountability

TIR Project Engineer/Manager or designate is responsible for reviewing contractor submissions.

HSE Director is also responsible for signing off on the contractor submissions.

Deputy Minister is responsible for administration of the policy.

Monitoring

HSE Director or designate is responsible for monitoring the effectiveness of this policy.

Directives

1.0 TENDERED WORK BY WRITTEN CONTRACT

1.1 This section applies to all construction and maintenance work that is contracted through the government procurement process (Public Tenders Office).

1.2 Identification and Disclosure of Known Hazards

1.2.1 The Department, as the Owner, will disclose any known hazards relative to the project in the tender document under the heading of *Known Hazards* such as, but not necessarily limited to, asbestos, lead, working at heights, electrical, etc.

1.2.2 The intent behind the disclosure of known hazards by the Department is so the contractor can take all reasonable precautions in the circumstances to ensure the health and safety of persons at or near the workplace (project). The control measures the contractor chooses to undertake for the hazard reduction strategy is required to be included in the contract safety plan and hazard assessment. The contractor is required to complete and submit their own hazard assessment (as part of the HSE Project Plan) for the project prior to commencing work, or as otherwise authorized in writing by an approved authority within the Department.

1.3 Pre-Qualification of the Contractor HSE Program

1.3.1 The purpose of pre-qualifying the contractor's HSE program is to establish the foundation for a healthy and safe working condition for the contractor's employees performing the job tasks, the department's employees, and the public. In order for a contractor to be eligible to bid on TIR contracts, the contractor must first submit

relevant aspects of its' HSE Program to the Department for pre-qualification evaluation purposes.

1.3.2 If the program is approved, the contractor will be qualified to bid on future contracts for a period of twelve (12) months, unless the contractor has been suspended from the program due to non-conformance or a dangerous occurrence that has been brought to the attention of the Department.

1.3.3. The HSE Program Pre-Qualification Guide can be found in Appendix A. The guideline provides the contractor with a set of mandatory HSE components that must be included with the program documents. There will also be a set of requirements necessary for specialized work. The contractor must be able to demonstrate its' HSE competence and compliance to the Department.

1.4 **Bid submission by Pre-Qualified Contractors**

1.4.1 Once the department qualifies the HSE Program document, the contractor will be added to a list of Approved Bidders and be eligible for consideration of publicly tendered contracts for the Department. The successful bidder will be contacted and required to submit a HSE Project Plan to the Department for review and analysis. The Plan will specify how the contractor will ensure the health and safety of its employees, the Department's employees that are required to be onsite, and any public at or near the project site.

1.4.2 The contractor is **not permitted to commence work on the project until the Plan has been approved by the Department**, and the contractor has been so informed by an approved representative.

1.4.3 The formatting requirements of the HSE Project Plan can be found in Appendix B.

1.5 **Pre-Project Meeting**

1.5.1 This meeting will be attended by a member of the TIR HSE Division. The contractor will submit the following to the Project Engineer/Manager or their representative during the pre-project meeting:

- .1 contact list of the managers and supervisors that will be responsible for the project. The contact information for these individuals will include an email address, office phone numbers and cell phone numbers;
- .2 Site Emergency Response Plan and how the plan will be tested for effectiveness; and
- .3 before work on the project commences, the contractor shall ensure that employees working on the project have received the appropriate training and are competent to perform the work required. A copy of the contractor's Designated Competent List(s) must be provided to the Department representative at the pre-project meeting.

1.6 Department Site Inspections

1.6.1 As the owner of the property and/or the project, the TIR Project Engineer/Manager or their designate will conduct periodic unannounced site inspections to monitor the contractor's compliance with the contract requirements. Any contract or HSE non-compliance issues that are observed will be noted and brought to the attention of the senior contractor representative at the site in a timely manner. Further, depending on the severity, complexity or repeat nature of the incident or observation, the Department representative will notify the contractor in writing as soon as reasonably practicable and be requested to take appropriate and timely action to remedy the concern in an effort to prevent recurrence.

1.6.2 The frequency of the site inspections will be at the discretion of the Department and will correlate with the severity of the known hazards (e.g., the higher the risk the more frequent the site inspections).

1.7 Contractor Submissions during the Project

1.7.1 The contractor will submit the following documents to the Department Project Engineer/Manager on the 1st day of each month throughout the project duration:

- .1 status of the project in terms of percentage completed;
- .2 copy of the weekly toolbox meeting minutes;

- .3 site safety committee or JOHSE meeting minutes;
- .4 incident occurrence reports that resulted in an injury to an employee or damage to equipment. The reports must include the immediate and root causal factors as well as the action taken to prevent recurrence;
- .5 weekly project safety inspection reports (note: must include safety inspection reports regarding sub-contractors);
- .6 updated Hazard Assessments as the project progresses; and
- .7 copy of Department of Labour and Advanced Education or Department of Environment compliance orders, inspection reports, administrative penalties, and a summary of any charges made against the contractor or subcontractors on the project by the OHS or Environment regulator.

1.7.2 Failure to submit the above information, as required, may at the sole discretion of the Department result in a delay in transfer payments for the completed portion of the project until the complete documents have been received, reviewed and confirmed by the Department.

1.8 **Post-Project Evaluation**

- 1.8.1 The Post-Project Evaluation Form, found in Appendix C will be completed by the Department Project Engineer/Manager once the contract has been fulfilled. The purpose of this document is to identify contractor performance, including deficiencies and concerns that occurred during the execution of the contract.
- 1.8.2 Deficiencies will be summarized by the Project Engineer/Manager in a formal letter to the contractor at the completion of the project. In response, the contractor will be required to submit, in writing, the action taken to prevent such occurrences in future (potential) contracts.
- 1.8.3 If a pattern of contract and compliance deficiencies are noted in subsequent projects, the Department has the right to remove the contractor from the Approved Bidder List for a period of time until the contractor can reasonably satisfy the Department that the deficiencies have been resolved and appropriate measures have been taken to prevent recurrence.

1.9 Safety Submission Acceptance

1.9.1 When requested by the Department representative responsible for the administration of the contract, the contractor shall submit additional HSE documentation until the Department representative is satisfied that the requirements of the HSE Program Pre-Qualification, HSE Project Plan, and the Post-Project Evaluation (Appendices A, B, and C) requirements have been met.

2.0 Workers' Compensation Board

2.0.1 Every tender specification and contract document for contracted construction and maintenance work will identify that the contractor must have an account, in good standing, with the Workers' Compensation Board (WCB) of Nova Scotia.

2.0.2 The contractor must submit to the Department a Clearance Certificate from the WCB that indicates the contractor's account is in good standing.

2.1 OHS Program, WCB Safety Certified or Certificate of Recognition

2.1.1 Every tender specification and contract for construction and maintenance work at a Department site or project shall have a clause specifying that the contracted party must either be:

- .1 WCB Safety Certified or have a Certificate of Recognition issued by an occupational health and safety organization approved by WCB; or
- .2 in the process of qualifying for the WCB Safety Certified designation or Certificate of Recognition from an occupational health and safety service provider approved by WCB.

2.1.2 The contract party must have the sponsoring occupational health and safety organization submit a Letter of Good Standing to the Department in the pre-qualification documentation.

3.0 WORK UNDERTAKEN ON VERBAL CONTRACT OR DEPARTMENT PURCHASE ORDER

3.1 This section applies to smaller jobs that are contracted without using the Public Tenders Process, such as by Department Purchase Order (DPO) or verbal contract.

3.2 Occupational Health and Safety Program

- 3.2.1 Preference in awarding a tendered contract shall be given to a party that is either:
- .1 WCB Safety Certified or has a Certificate of Recognition issued by an occupational health and safety organization approved by WCB; or
 - .2 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.
- 3.2.2 If, based on unique circumstances, it is either not possible or not practical to meet the requirement of section 3.2.1, the Department may consider contracting with a party that does not have a Certificate of Recognition or a Letter of Good Standing, providing that the requirements of Sections 3.2.4 are met.
- 3.2.3 The Department representative shall ensure that a Hazard Assessment of the project work is conducted. The assessment shall consider whether the:
- .1 work of the party to be contracted may present a hazard to the health or safety of the employees of the party to be contracted, of any Department employee, of members of the public or to the environment;
 - .2 work of Department employees may present a hazard to the health or safety of the employees of the party to be contracted, of any Department employee, of members of the public or to the environment; and
 - .3 location of the work to be undertaken may present a hazard to the health or safety of the employees of the party to be contracted, the Department employees, of members of the public or to the environment.
- 3.2.4 Where the Department's project hazard assessment identifies a hazard to the employees of the Department, to the employees of the party to be contracted, or to the public, the Department representative responsible for the project shall:

- .1 review the training of the employees that will be on site with the party to be contracted to ensure they are competent to perform the work required; and
- .2 ensure that the contracted party complies with all aspects of the Department's Health, Safety and Environment Program relative to the work being undertaken during the time that the work is being undertaken.

4.0 CRITERIA FOR ACCEPTANCE OF LETTERS OF GOOD STANDING

- 4.1 The Letter of Good Standing must be from an approved occupational health and safety organization recognized by the Workers' Compensation Board of Nova Scotia (WCB). Further, there must be reference to participation in an Occupational Health and Safety External Audit Program that leads to the issuance of a Certificate of Recognition or a WCB Safety Certified designation issued by the approved occupational health and safety organization.
- 4.2 The Letter of Good Standing must be dated and signed by an official of the approved occupational health and safety service provider.
- 4.3 The Letter of Good Standing must have a clear expiry date. If the Letter of Good Standing expires before the completion of the contract, a further letter will be required before the expiry and indicate that the contracted party will continue to actively participate in the occupational health and safety service provider's program. If a further letter is not provided, the Department may consider the non-conformance as sufficient cause for voiding or otherwise terminating the contract for cause.
- 4.4 The Letter of Good Standing must clearly indicate the category that applies to the party to be contracted:
 - 4.4.1 "WCB Safety Certified or Certificate of Recognition";
 - 4.4.2 "Audit Pending"; or
 - 4.4.3 "In the Process".
- 4.5 The Department will accept only one Letter of Good Standing with "Audit Pending" or "In the Process" status from any party to be contracted. The party must achieve WCB Safety Certified or Certificate of Recognition status within six (6) months of being provided with the "Audit Pending" or "In the Process" letter. (Note: A contracted party is not permitted to

submit multiple or consecutive Letters of Good Standing with “Audit Pending” or “In the Process” status from the same or different occupational health and safety service providers. This could result in the contract being voided or otherwise terminated for cause.)

- 4.6 The Letter of Good Standing referred to in section 4.5 may be applied to more than one contract with the Department provided that the six (6) month time period is not exceeded.

5.0 Failure to Comply

The Department may withhold all or a portion of the progress payments if the contractor fails to supply the necessary documentation or submit documents that do not meet the stated requirements of the Department or fails to appropriately correct an unsafe condition in a timely manner when it has been brought to the contractor’s attention.

Guidelines

None

References

Nova Scotia Occupational Health and Safety Act
Environment Act
Workers Compensation Act
Fire Protection Act
Provincial Building Code Act
Dangerous Goods Transportation
and their respective regulations, as applicable.

Enquiries

HSE Director

Appendices

Appendix A - HSE Program Pre-Qualification (Contractor Guide)
Appendix B - HSE Project Plan (Contractor Guide)
Appendix C - Post-Project Evaluation Form (TIR Use Only)

Appendix D - HSE Project Plan Evaluation Form (TIR Use Only)
Appendix E - Pre-Qualification Evaluation Form (TIR Use Only)
Appendix F - Sample: HSE Project Plan

Approved by: XXXXXXXXX
Approval date: dd-mon-yyyy
Effective date: dd-mon-yyyy

*Transportation & Infrastructure Renewal
Manual of Policies, Processes and Procedures
Revision date: NEW*

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. 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
<p>1. Working at Heights</p>	<p>1. Fall</p>	<p>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</p>
<p>2. Working near power lines</p>	<p>2. Shock (injury/burn) and Electrocutation (death)</p>	<p>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</p>

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, employees 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:

- a. WCB experience rating for the last 3 years
- b. Industry experience rating for the last 3 years for your industry
- c. Lost-time Injury Frequency¹ for the last 3 years using the formula below :

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

- d. Copy of Compliance Orders issued by the Department of Labour and/or the Department of Environment during the past 36 months
- e. 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
- f. Copy of Inspection Reports issued by the Department of Labour and/or the Department of Environment during the past 36 months
- g. Number of workplace fatalities during the past 36 months
- h. Number of lost-time incidents during the past 36 months
- i. Copy of the Administrative Penalties issued to the company and individual workers of the company during the past 36 months
- j. 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

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

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

- k. Copy of a Clearance Certificate from the WCB that indicates the account is in good standing
- l. Copy of the Modified Work and Return to Work Program

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

No. 2	ITEM
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

No. 3	ITEM
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

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
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

No. 8	ITEM
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

No. 9	ITEM
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

No. 10	ITEM
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

No. 11	ITEM
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

Part 12: Confined Space Entry

No. 12	ITEM
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

No. 13	ITEM
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

No. 14	ITEM
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

No. 15	ITEM
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

No. 16	ITEM
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

No. 17	ITEM
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

No. 18	ITEM
18.1	Procedures relating to work site and public protection, security and access control

Part 19: Sub-Contractors

No. 19	ITEM
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

No. 20	ITEM
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

No. 21	ITEM
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

No. 22	ITEM
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

No. 23	ITEM
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

No. 24	ITEM
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

ITEM
Has an environmental assessment been completed?
Have the identified hazards and risks been properly mitigated?

Section F – Occupational Health

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

Appendix C

Post-Project HSE Evaluation Form – *TIR Use Only*

File Number	
Project Manager	

Scoring Formula: 3 = Met Expectations
 2 = Met Most Expectations – Some review required
 1 = Met Some Expectations – More extensive review required
 0 = Did Not Meet Expectations – Full review required

Contractor’s Score: _____ / 60 (Highest Possible Score)

Contractor HSE Performance

No. 1	ITEM	Met	Met Most	Met Some	Did Not Meet
1.1	Were company HSE rules and corrective action policies followed (i.e., noncompliance of PPE use, etc.)				
1.2	Were TIR representatives notified in a timely manner regarding incidents, accidents, injuries, regulatory inspections and orders, etc.				
1.3	Were the appropriate authorities notified of any HSE incidents (i.e., Departments of Labour and/or Environment, etc.)				
1.4	Were written reports compiled and submitted as required (i.e., incident investigations, site inspections, hazard assessments, tool box talks, JOHSE Committee minutes, etc.)				
1.5	Were tool box or tailgate safety meetings held as indicated in the Project Safety Plan				
1.6	When deficiencies in HSE performance were noted and explained by TIR to the contractor, did the contractor seek to identify the underlying causes and develop a corrective action plan to adequately manage the deficiency				
1.7	Did the contractor follow the Project HSE Plan				
1.8	Was there a good level of cooperation and communication between the parties at the project site				

1.9	Was housekeeping and site organization appropriate				
1.10	Were complete copies of Department of Labour and/or Environment inspection reports and orders provided to TIR in a timely manner				
1.11	Were the appropriate number of committee meetings held				
1.12	Was PPE use monitored and enforced by the contractor				
Sub-total					

See Below Comment:

HSE Management

No. 2	ITEM	Met	Met Most	Met Some	Did Not Meet
2.1	Was the contractor's HSE representative knowledgeable and available to address HSE issues				
2.2	Were supervisory and management staff knowledgeable and available to address HSE issues				
2.3	When the company's supervisor or manager was absent from the site was there a competent replacement on site				
2.4	Did the contractor effectively monitor the sub-contractor's portion of the project for HSE performance				
2.5	Was there a demonstrated commitment to HSE				
Sub-total					

See Below Comment:

Sub-contractor(s) HSE Performance

No. 3	ITEM	Met	Met Most	Met Some	Did Not Meet
3.1	Overall HSE performance of the sub-contractor(s)				
3.2	Did the sub-contractor (s) provide effective supervision at the project site				

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:

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:

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:

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:

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:

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:

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:

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:

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:

Part 11: Electrical Safety

No. 11	ITEM	Not Required	Accepted	Not Accepted	Returned to Contractor
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

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:

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:

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:

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 Accepted	Returned 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:

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:

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:

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:

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:

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:

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:

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:

Summary

Yes / No

Submission accepted	
Submission denied and returned to constructor/contractor for re-submission	
If the submission is denied, list Sections requiring attention	

Appendix E

HSE Program Pre-Qualification Evaluation *[For internal TIR use only]*

Company Name			
Address			
Contact Person			
Phone:	Email:	Fax:	

Quality Evaluation Guide (1- 3 points)

1 point	The statement provided is marginal or borderline in describing how the contractor has fulfilled the requirements of the section. Does not fully describe the training that occurred to provide knowledge to the employee or supervisor, and explicitly identifies knowledge of the regulations for the tasks that are to be performed on the project.
2 points	With minor exceptions, the statement provided describes how the contractor has fulfilled the requirements of the section. Describes the training that occurred to provide knowledge to the employee or supervisor, but does not explicitly identify knowledge of the regulations for the tasks that are to be performed on the project.
3 points	The statement provided meets all criteria describing how the contractor has fulfilled the requirements of the section. Fully describes the training which occurred to provide the knowledge to the employee or supervisor, and has been provided the knowledge of the regulations for the tasks they will be required to perform.

Occupational Health and Safety Program Information

No.1	ITEM	Provided 2	Not Provided	Quality 1 - 3	Rating
1.1	Signed Health and Safety Policy Statement				
1.2	Health and Safety Program				
1.3	WCB Safety Certified or Certificate of Recognition				
1.4	Copy of last safety audit (Executive summary only)				
Total Rating Achieved					
Maximum Achievable Rating					20

Internal Responsibility System (IRS)

No. 2	ITEM	Provided 2	Not Provided	Quality 1 - 3	Rating
2.1	Employee rights				
2.2	Employee responsibility				
2.3	Hazard reporting procedure				
2.4	Refusal of unsafe work procedure				
2.5	Employee IRS training				
Total Rating Achieved					
Maximum Achievable Rating					25

Safety Rules and Corrective Action Policy

No. 3	ITEM	Provided 2	Not Provided	Quality 1 - 3	Rating
3.1	Corrective Action Policy				
3.2	Safety Rules (Procedures, Policies & Practices)				
Total Rating Achieved					
Maximum Achievable Rating					10

Drug and Alcohol / Smoking Policy

No. 4	ITEM	Provided 2	Not Provided	Quality 1 - 3	Rating
4.1	Drug and Alcohol Policy				
4.2	Tobacco / Smoking Policy				
4.3	Employee training				
Total Rating Achieved					
Maximum Achievable Rating					15

Hazard Assessment and Control

No. 5	ITEM	Provided 2	Not Provided	Quality 1 - 3	Rating
5.1	Hazard Assessment program and policy statement				
5.2	Hazard Assessment forms				
5.3	Violence in the Workplace Hazard Assessment				
5.4	Environmental Impact Hazard Assessment policy or statement, including evaluation forms				
5.5	Employee training on hazard assessment procedures				
Total Rating Achieved					
Maximum Achievable Rating					25

Inspections

No. 6	ITEM	Provided 2	Not Provided	Quality 1 - 3	Rating
6.1	Policies, procedures and forms relating to health, safety and environmental inspections				
6.2	Site inspection frequency				
6.3	Frequency of company safety consultant inspections				
6.4	Pre-trip inspections of equipment and machinery				
6.5	Copy of job site inspection form				
6.6	Sub-contractor site inspection frequency identified				
Total Rating Achieved					
Maximum Achievable Rating					30

Incident Investigation

No. 7	ITEM	Provided 2	Not Provided	Quality 1 - 3	Rating
7.1	Incident, accident and near-miss reporting and investigation policy, procedures and forms				
7.2	Expressed responsibility and accountability for investigation recommendations – timely response				
7.3	Committee involvement expressed				
7.4	Manager, supervisor, committee investigation training				
Total Rating Achieved					
Maximum Achievable Rating					20

Personal Protective Equipment (PPE)

No. 8	ITEM	Provided 2	Not Provided	Quality 1 - 3	Rating
8.1	PPE policy				
8.2	PPE use and training on the use				
8.3	PPE maintenance policy and schedule				
Total Rating Achieved					
Maximum Achievable Rating					15

Supervision

No. 9	ITEM	Provided 2	Not Provided	Quality 1 - 3	Rating
9.1	Safety qualifications of supervisors				
9.2	Expression on how the project will be supervised				
9.3	Expression on how sub-contractors will be monitored				
Total Rating Achieved					
Maximum Achievable Rating					15

Training

No. 10	ITEM	Provided 2	Not Provided	Quality 1 - 3	Rating
10.1	Training policy for employees and sub-contractors				
10.2	Company requirements for HSE qualifications and training of supervisors, and managers				
10.3	Information on HSE training for non-management employees				
10.4	Training records kept for each employee (provide a sample of one project employee training profile)				
10.5	Designated competent positions are identified				
10.6	Health and safety orientation policy or statement				

10.7	Tool box safety talks policy or statement				
10.8	First Aid training policy or statement				
10.9	WHMIS policy or statement (Generic and Site Specific training)				
10.10	Lock-out and Tag-out policy or statement				
Total Rating Achieved					
Maximum Achievable Rating					50

Safety Records

No.11	ITEM	Provided 2	Not Provided	Quality 1 - 3	Rating
11.1	Policy on OHS record keeping				
11.2	Where will the records be kept and for how long				
Total Rating Achieved					
Maximum Achievable Rating					10

JOHSE Committee

No. 12	ITEM	Provided 2	Not Provided	Quality 1 - 3	Rating
12.1	Terms of reference				
12.2	Appropriate training provided to the committee				
12.3	Role of the JOHSE Committee and members				
12.4	How does company ensure committee effectiveness				
Total Rating Achieved					
Maximum Achievable Rating					20

Sub-Contractors

No. 13	ITEM	Provided 2	Not Provided	Quality 1 - 3	Rating
13.1	Does your company have OHS Performance criteria for the selection of Sub-Contractors? If so please provide				
13.2	Do you evaluate the ability of sub-contractors to comply with applicable Health, Safety and Environmental regulations as part of your selection process?				
13.3	Do your Sub-contractors have written Safety policies and programs,				
13.4	Do your Sub-Contractors hold WCB Safety Certification or a Certificate of Recognition, Provide documentation				
Total Rating Achieved					
Maximum Achievable Rating					20

Emergency Preparedness

No. 14	ITEM	Provided 2	Not Provided	Quality 1 - 3	Rating
14.1	First aid policy and procedures				
14.2	Emergency shower or eye wash appropriate				
14.3	Program testing and evaluation				
Total Rating Achieved					
Maximum Achievable Rating					15

Environmental Accountability

No. 15	ITEM	Provided 2	Not Provided	Quality 1 - 3	Rating
15.1	Environmental policy				
15.2	Waste management policy and procedures				
15.3	Training provisions for sediment and erosion control				
15.4	Asbestos management policy and program				
Total Rating Achieved					
Maximum Achievable Rating (for applicable categories as determined by the TIR project manager)					

Company Policy and Procedures

No. 16	ITEM	Provided 2	Not Provided	Quality 1 - 3	Rating
16.1	Work at heights / fall prevention and protection				
16.2	Work over and near water, risk of drowning				
16.3	Lock-out / Tag-out and Permit Requirements				
16.4	Confined Space Entry and Permit Requirements				
16.5	Hot Work and Permit Requirements				
16.6	Blasting Safety				
16.7	Work near energized power lines (overhead & sub-terrain) and NSP clearance reports				
16.8	Use of heavy equipment (lifting equipment, vehicles)				
16.9	Excavation / Trenching (policy and training requirements)				
16.10	Liquid Anti-Strip (usage and precautions)				
16.11	Traffic management plan				
Total Rating Achieved					
Maximum Achievable Rating (for applicable categories as determined by the TIR project manager)					

Occupational Health Policies and Procedures

No. 17	ITEM	Provided 2	Not Provided	Quality 1 - 3	Rating
17.1	Occupational Health policy (how to determine/control employee exposure to				

	gasses, vapors, mists, fumes, smoke, dust, biohazard and chemical substances,				
17.2	Respiratory protection program includes how to determine the hazard, and the selection of appropriate protection				
17.3	Noise protection program and hearing surveillance includes how to determine noise levels and the selection of appropriate protection				
17.4	Explanation on how employees that may be exposed to excessive vibration tone will be assessed				
17.5	Asbestos, mold and/or lead exposure control				
17.6	Heat and/or Cold Stress				
17.7	First aid supply requirements for vehicles, boats, Powered Mobile Equipment, or aircraft				
17.8	Drinking water, toilets, and hand washing facilities				
17.9	Eating areas and change (decontamination) rooms				
Total rating achieved					
Maximum Achievable Rating (for applicable categories as determined by the TIR project manager)					

Health and Safety Performance

No. 18	ITEM	Provided	Not Provided	Accepted	Returned to Contractor
18.1	WCB experience rating for last 3 years				
18.2	Industry WCB experience rating for last 3 years				
18.3	Lost-time Injury Frequency for last 36 months (by 12 month period)				
18.4	Copy of all compliance orders or directives issued by the Departments of Labour and/or Environment for last 36 months				
18.5	Copy of charges issued by the Departments of Labour and/or Environment for last 36 months				
18.6	Copy of inspection reports issued by the Departments of Labour and/or Environment for last 36 months				
18.7	Number of employee injuries and fatalities each year for last 36 months				
18.8	Number of lost-time incidents each year for last 36 months				
18.9	Number of Administrative Penalties issued to each year for the last 36 months				

18.10	WCB Safety Certified or Certificate of Recognition issued by a WCB approved provider				
18.11	Copy of a clearance certificate from WCB indicating business account is in good standing				
18.12	Copy of modified work and early return to work program(s)				

Summary (Must attain 75% with no 0 Ratings for any 1 section)

Total number of zero scores	
Maximum score	
Actual score	
Percentage Score	
Submission accepted (Yes or No)	
Submission denied and returned to contractor for re-submission (√)	
If the submission is denied, list Sections requiring attention	

Appendix F

HSE Project Plan (SAMPLE)