
PO 1075.19 Contractor Safety Program: Appendix A

Contractor Pre-Qualification Document Guide

1.0 Document Submission

The Contractor 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 one (1) hard copy, or one (1) electronic copy (removable storage drive, to be retained by TIR; not to be returned to the Contractor) of the document, using format provided, to the TIR Representative responsible for the administration of Contractor Pre-Qualification.

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.

2.0 Contractor Pre-Qualification Document Organization (Hard Copy Submission Format)

The document shall be submitted in the form as follows:

Three (3) ring binder capable of accommodating 8.5" x 11" paper size.

Font size 12.

Cover Title: "Contractor Pre-Qualification Document" (Font size 16, Bold) with the name of the contractor submitting the document.

Tabs for each separate heading with the heading title on each tab.

If drawings are placed within the document, they are to be reinforced in a 3- hole punched binder tab. Fold larger drawings to size of standard 8.5" x 11" pages.

Arrange content under specified headings as detailed below.

3.0 HSE Document Headings (All Submissions - Format Requirements)

The Contractor must provide their organizational:

1.0 HSE Policy: This policy details the organization's commitment to health and safety and the environment, including the responsibilities of management, supervisors and workers. This policy is to be dated, reviewed and signed off by a person of authority within the Contractor's organization. This is to be dated for the construction season for which the Pre-Qualification Document is being submitted for.

1.1 Internal Responsibility System: This section provides information describing the three fundamental rights of employees identified in the Act and their responsibilities, internal incident reporting procedures, requirements for reporting and addressing hazards, and how this information is provided to their employees.

1.2 HSE Rules and Corrective Action: This section provides information on the organization's policies and procedure related to how the organization handles HSE related violations. This could include a policy such as disciplinary steps. Policy (rules) related to general HSE requirements for employees on site. For example, (non-inclusive list):

- a) Reporting requirements for incidents
- b) PPE requirements
- c) Maintenance and use of tools
- d) Storage and disposal of chemicals
- e) When not in use, vehicles shall not be left idling
- f) Good housekeeping practices must be maintained daily in all work areas
- g) Employees shall actively participate in the HSE program, including attendance at all training sessions and tool box meetings

1.3 Drug and Alcohol Policy: Provide the organizational Drug, Alcohol and Smoking Policies if they exist. If they do not, the Contractor and Sub-Contractors will be expected to abide by TIR's internal policies on these matters.

This policy is to be dated, reviewed and signed off by a person of authority within the Contractor's organization. This is to be dated for the construction season for which the Pre-Qualification Document is being submitted for.

1.4 Hazard Assessment and Control: Describe method(s) the organization follows to ensure that hazard assessments are conducted (Comprehensive, site- specific, when changes occur etc.) the methodology of how hazards associated with the work are identified and those hazards reduced to ensure health and safety of persons at or near the workplace. Provide the organizational hazard assessment template(s) used and information on how the Contractor communicates the hazard assessments to employees on the projects.

Sample Hazard Assessment Template:

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

1.5 Inspection Program: Provide information on the organizational inspection programs which may include but are not exclusive to;

- Vehicle and equipment pre-use
- Site inspections
- Tools and equipment inspection and maintenance programs Provide information detailing;
- Who is responsible for conducting the identified inspections?
- The frequency with which they are conducted
- How inspections are documented, communicated
- How deficiencies are corrected/follow up on.
- How different types of inspections are prioritized

***Blank organizational inspection forms can be provided to augment this information*

1.6 Incident Investigation: Provide the organization's Incident Investigation Template form and provide details how incidents (including near misses) are investigated, responsibilities of employees to report incidents and how root causes are identified.

1.7 Personal Protective Equipment (PPE): Provide the organization's PPE policy/program. Who receives PPE; What PPE do they receive; Why do they receive that PPE; When do they receive PPE and how PPE is selected? Information pertaining to site-specific PPE is to be included in the site-specific project plan to the greatest ability of the Contractor based on their knowledge of the work to be conducted at the time of submission of the site-specific project plan. This information may be required to be updated as the project progresses, and new information is known.

1.8 Supervision: Provide information pertaining to the roles and responsibilities for HSE activities by Supervisors on site as required under the Act and Regulations and applicable company policies. This includes Supervisor responsibilities for Sub-Contractors and visitors to site.

1.9 Employee Safety Training: Written confirmation that all employees, supervisors and managers meet the knowledge, skills and training requirements to be considered "competent" to perform their duties as defined in the Act and Regulations for any work to be performed.

This includes Sub-Contractors' competence. Where the Regulations require "designated competent" persons for certain duties, include written confirmation that persons assigned to these duties have been designated in writing by their employer as being "competent."

The Contractor and the employee performing the work on site must be able to demonstrate they are competent to perform this work. If certification is required to perform the work as per the Act or its Regulations, the Contractor and the employee must be able to provide proof of this if requested by TIR or DOLAE. Proof of Competencies that are legislatively required to be on the person and/or on the work site at the time the work is being performed include:

- Proof of current and valid Fall Protection Certification (for employees engaged in the type of work tasks where this is required)
- Proof of First Aid Certification (for employees identified as the first aid providers on that work site, as required under the NS First Aid Regulations)
- Proof of Blasters Certificate where blasting operations exist for persons conducting such work
- Proof of Traffic Control Certification for persons performing Traffic Control Persons or Signer job duties.

**Other proofs of competency may be requested of the Contractor employees and persons undertaking work on the Contractor's behalf throughout the duration of the project.

***As per the Regulations, these proofs of competency are not required to be on site at the time of request but are required to be available upon request for verification. TIR or the DOLAE may request verification of competency for persons conducting work, as part of an inspection activity, or an investigation of safety concern or incident.

1.10 Project Safety Records: Project specific HSE related documents/records that are to be retained for the duration of the project and kept accessible will include at least the following:

- a) Tool box talks
- b) Inspection reports
- c) Investigation reports
- d) Hazard assessments
- e) Employee training records
- f) JOHSC minutes
- g) DOLAE/DOE inspection reports and/or orders/administrative penalty documentation

1.11 Project Joint Occupational Health, Safety Committee (or Rep): Indicate in accordance with the size of the organization, the formation and selection of the JOHSC or Reps. If a JOHSC is in place for the organization, include their Terms of Reference.

1.12 Sub-Contractor HSE Obligation: Contractors are to ensure processes and procedures are used to select Sub-Contractors, and how the Contractor will supervise the Sub-Contractors are working in a safe manner and in accordance with the Contractor's policies and procedures.

The Contractor must be able to demonstrate that the Sub-Contractor conducting work on their behalf will be made aware of project specific hazards, and demonstrate the Sub-Contractor is competent to perform the required work.

The Contractor must have processes and procedures in place to ensure that any changes made to the project by the Sub-Contractor are communicated in a timely manner to the Contractor and TIR.

1.13 Emergency Preparedness: Include any corporate emergency preparedness policies and procedure(s) and ensure all Appendix B requirements are completed in the Site-Specific Project Plan document.

1.14 Environmental Accountability: If tendered work has the potential to impact the environment, provide 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. In addition, all environmental concerns/hazards must be documented, or identified as per the Site-Specific Hazard Assessment requirements of Appendix B.