

## Section 18-2 – Project Safety Plan

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**PURPOSE** The Project Safety Plan will be used to convey minimum health and safety requirements that must be followed by all Subcontractors performing work on our projects. This document provides a baseline of requirements that will help us ensure that Subcontractors and their worker's, subcontractor's and visitors have guidelines and requirements that they are contracted to follow. The Project Safety Program includes project safety responsibilities for our personnel as well.

**SCOPE** All management staff, workers and/or Subcontractors must regard the Subcontractors Health and Safety Package as a directive for compliance with the Health and Safety Program and the minimum legislative health and safety requirements.

### RESPONSIBILITIES

Health and Safety Coordinator Responsibilities:

- Review and implement their workplace specific requirements and the site specific expectations under the PSP where asked for a Notice of Project.
- Assist in the completion of Subcontractor checklists.
- Comply with all the requirements as defined under the Occupational Health and Safety Act and Regulations.
- Assist in developing corporate health and safety policies and procedures.

Senior Management Responsibilities:

- Comply with all the requirements as defined under the Occupational Health and Safety Act and Regulations.
- Ensure that the equipment, materials and protective devices are provided, maintained in good condition and used as prescribed.
- The measures and procedures prescribed are carried out in the workplace.

Supervisors Responsibilities:

- Ensure communication and enforcement of the project specific and workplace requirements as defined under the PSP.
- Ensure, where reasonably possible, that every Subcontractor, worker and visitor at the workplace complies with all Occupational Health and Safety Act and Regulations.
- Works in the manner and with the protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations.

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### Workers Responsibilities:

- Works in the manner and with the protective devices, measures and procedures required by the PSP, Occupational Health and Safety Act and Regulations;
- Report to his or her Supervisor any contravention of the Occupational Health and Safety Act and Regulations or the absence/defect in any equipment or protective device;

### PROCEDURE

The Project Safety Plan templates will be;

- Reviewed / updated on a yearly basis,
- Made project specific prior to the start each project when asked for a Notice of Project..
- Reviewed by the Health and Safety Coordinator
- Approved by the Senior Management Team.
- Review of company policy, procedures and site level expectations.

Once approved the Project Safety Plan will be used as follows

- during pre-project assessments,
- during orientation of Subcontractors and
- used on site as minimum requirements

### DISTRIBUTION

Distribution of the Project Safety Plan is as follows;

- to all Trade Contractor supervisors during site specific orientation meetings
- posted on all construction projects.

### RECORDS

All activities involving the distribution and/or review of the Project Safety Plan must include appropriate documentation demonstrating the implementation of such activities. The **Health and Safety Coordinator** will be responsible for maintaining the document as identified in the Orientation of Subcontractors procedures. All documentation must remain in the project file indefinitely.