

Section 19 – Pre-Project Requirements

PURPOSE The “Pre-Project Requirements” is a listing of considerations that the site management team will have at their disposal to assist with the establishment and continuation of site specific accident prevention strategies.

SCOPE The pre-project requirements will be a combination of checklists designed to give the management team a guideline for consideration before and during the duration of the project.

RESPONSIBILITIES

Health and Safety Coordinator Responsibilities:

- Ensure, where reasonably possible, that every Subcontractor, worker and visitor at the workplace complies with all Occupational Health and Safety Act and Regulations.
- Assist in developing corporate health and safety documentation, policies and procedures where required.
- Provide Pre-Project Checklists and documentation where required.
- Distribute and communicate information to the appropriate parties regarding any nonconformance or deficiencies reported.

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:

- Complete all required pre-project checklists and documentation is complete and available for review where required.
- 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.
- The measures and procedures prescribed are carried out in the workplace.

Workers Responsibilities:

- Works in the manner and with the protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations.

Section 19 – Pre-Project Requirements

- 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

As it relates to the project and prior to the start of the project, the **Supervisor** will;

1. Review and complete the requirements for required health and safety posted material in a high traffic location on site where all workers may have access “Project Posting Checklist” **(19-1 - Form) and 19-2 - Project Safety Documentation Checklist/ Audit)**
2. Ensure that the site level requirements as part of the Daily Hazard Assessment have been reviewed, completed and documented.

DISTRIBUTION

Distribution of the completed documentation for the “Project Posting Checklist” will be distributed as follows;

- Health and Safety Coordinator
- Supervisor

RECORDS

All records will be documented and maintained in the Project Health and Safety Files and at Head Office by **Health and Safety Coordinator**.