



## High-Level Summary:

- Select the right contractor:
  - Select from the Prequalification for Prime Contractor list if applicable, or
  - Ensure OHS requirements are contained in tender and contract documentation
- Ensure proper planning is completed:
  - Ensure the contractor develops and submits a Project Specific Health and Safety Plan prior to work starting. Update as needed.
  - Complete and sign the Notice of Acknowledgement of Prime Contractor for Safety Designation (X711), when applicable.
- Ensure proper monitoring of performance:
  - Ensure employers and contractors report back to Project Manager on project performance.
  - Monitor and visit the project. Project Site Inspection Form X658 & Construction Site Inspection Checklist X657
  - Internal CoC Stop Work Order / Notice to Proceed
- Always complete and submit vendor performance reviews.

**Integrate safety into the project at all stages: Tools may be used to adhere to requirements, although some contractors may use their own forms if they meet minimum content requirements.**

- Pre-qualification
  - RFPQ 19-020 Prequalification for Prime Contractor
- Initiation
  - RFX Safety Elements
- Planning
  - Project Specific Health & Safety Plan (X659)
  - Health & Safety Plan Review (X665) (COMPLETED BY SAFETY ADVISOR)
  - Project Emergency Contacts (X712)
  - Notice of Acknowledgement of Prime Contractor for Safety Designation (X711)
- Execution
  - General Pre-Project Start-Up Meeting Template
  - Construction Site Orientation X663
  - Project Meeting Sign-In Sheet X655
  - Project Site Sign-In Registry X656
- Monitoring and Controlling
  - Project Site Inspection Form X658 & Construction Site Inspection Checklist X657
  - Contractor Incident Notification X661 & Investigation Report X662
  - Contractor Health and Safety Performance Report X653
  - Stop Work Order/Notice to Resume Work X664
- Closing
  - Vendor Performance Evaluation PS 371

**CSM Standards, Frameworks, and Conditions: Visit [myCty/ContractorSafety](#) for resources**

- CSM Standard
- Standard General Conditions (SGC)
- Procurement and Purchasing Policies
- Corporate Project Management Framework (CPMF) – Standards and Guidance Documents
- Contact: [safety@calgary.ca](mailto:safety@calgary.ca) or [Paul.Shields@calgary.ca](mailto:Paul.Shields@calgary.ca)