**Instructions Prime Contractor, Contracting Employer Completing the Template:**

The Project Specific Health and Safety Plan (Health and Safety Plan) is a detailed plan for ensuring that Alberta OHS is incorporated in project planning and that Alberta OHS requirements are understood by all parties on the work site. It must include the specific people, environment, and property in and around the work site, and account for any hazards or risks.

The Project Specific Health and Safety Plan Template is intended to support Contracting Employers who may not have a specific Health and Safety Plan template but can demonstrate through related processes, procedures, and practices that health and safety will be incorporated into the project or contract execution.

**Instructions to Evaluators**

The Health and Safety Plan should be treated as a living document and revised as needed throughout the project or contract lifecycle. A Health and Safety Plan should be prepared before starting any work and reviewed with affected managers, supervisors and may include health and safety representatives or committee members and the Contracting Employer / Prime Contractor.

An updated Project Specific Health and Safety Plan are revised and submitted for review and approval when any of the following occur:

* The work site conditions have changed in such a way as to introduce new existing or foreseeable health and safety hazards.
* A site inspection has identified unsafe work practices or safety hazards that are not addressed in the Health and Safety Plan.
* Observations of unsafe work practices or site safety hazards.
* There has been a stop-work or stop use order related to a safety issue at the work site.
* There has been a serious safety incident or near miss at the work site.
* The scope of work has changed in such a way as to introduce new existing or foreseeable health and safety hazards.
* There have been changes to legislation or to municipal or industry best practices that require the existing plan to change to meet the new requirements.

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| **Project Title:** |  | |
| **Project Tender No.:** |  | |
| **Name of Contracting Employer:** |  | |
| **Name of Contracting Employer Representative:** |  | |
| **Contracting Employer Representative Contact Info:** |  | |
| **Date of Submission: (YYYY-MM-DD)** |  | |
| **Revision Date: (YYYY-MM-DD)** |  | |
| **Project Scope Description**  *Enter a breakdown and description of work activities* | **Project Start Date** | **Project Completion Date** |
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| **Project Specific Health & Safety Plan Elements**  *Answer each question in detail to support justification to Contracting Employer’s qualification and ability to fulfill health and safety obligations to the specific project requirements. If the section is not required or applicable, then check the N/A box and include justification why the section is not applicable.* | | | |
| **0** | **Is there a Prime Designated?** | **Document attached** | **N/A** |
| **Describe the Procedure or Process**  *Attach the signed acknowledgement agreement to identify the person who will coordinate health and safety on the designated work site. Attach a copy of the Prime Contractor Notification and any additional signed agreement.* | |  |  |
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| **1** | **Identified the Joint Work Site Health & Safety Committee Chair and Co-Chair or Health and Safety Representative and contact information.** | **Document attached** | **N/A** |
| **Describe the Procedure or Process**  *If attaching a separate document or manual, then reference the page number in the description from the attached document/manual and check the box Document Attached.* | |  |  |
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| **2** | **Safety Orientation**   1. **Onboarding and who / how will ongoing orientations be completed?** 2. **Who will participate?** 3. **Relevant topics to discuss (hazards, OHS legislation rights, tours, etc.)** 4. **How will relevant training be made available?** | **Document attached** | **N/A** |
| **Describe the Procedure or Process**  *If attaching a separate document or manual, then reference the page number in the description from the attached document/manual and check the box Document Attached.* | |  |  |
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| **3** | **Safety Meetings**   1. **What are the meeting types and frequencies? (schedule available)** 2. **Who will participate?** 3. **What are the relevant topics discussed (inspections, incidents, near misses, etc.)?** 4. **How will the meeting records be made available?** | **Document attached** | **N/A** |
| **Describe the Procedure or Process**  *If attaching a separate document or manual, then reference the page number in the description from the attached document/manual and check the box Document Attached.* | |  |  |
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| **4** | **Site Inspections**   1. **Frequency** 2. **Participation** 3. **Corrective Action Process** 4. **How will complete inspections be made available and follow-ups completed?** | **Document attached** | **N/A** |
| **Describe the Procedure or Process**  *If attaching a separate document or manual, then reference the page number in the description from the attached document/manual and check the box Document Attached.* | |  |  |
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| **5** | **Competence/ Certifications/ Training**   1. **Who will be the Site Supervisor(s) and copies of relevant training?** 2. **Names of worker(s) assigned and contact information** 3. **Copies of workers’ training /certification** | **Document attached** | **N/A** |
| **Describe the Procedure or Process**  *If attaching a separate document or manual, then reference the page number in the description from the attached document/manual and check the box Document Attached.* | |  |  |
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| **6** | **Hazard Identification, Assessment, and Control**   1. **Frequency of assessment (project and site-specific)** 2. **Assessment procedures (how will hazards be risk assessed)** 3. **Activities/Tasks defined** 4. **Controls (eliminate/substitute)** 5. **Controls (engineering)** 6. **Controls (administrative)** 7. **Controls (PPE)** 8. **Identify the hazardous products and applicable SDS used on-site, confirm general and project site-specific WHMIS/GHS training, and include training certificates** 9. **Identify maintenance / preventative maintenance procedures, responsibilities, and maintenance schedule and assigned personnel qualified to conduct maintenance on equipment, tools, vehicles repaired or maintained on-site, including copies of applicable training/trades certificates** 10. **Workplace violence and harassment policies, procedures, and training certificates** 11. **Fatigue management/journey management / working alone procedures** 12. **Identify and include copies of applicable Codes of Practices, Job Procedures and copies of relevant training certificates** | **Document attached** | **N/A** |
| **Describe the Procedure or Process**  *If attaching a separate document or manual, then reference the page number in the description from the attached document/manual and check the box Document Attached.* | |  |  |
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| **7** | **Incident Reporting and Management**   1. **How are reporting/notification of incidents, near misses, first aid, serious and potentially serious incidents communicated, forms used and available?** 2. **Who oversees the site communication for incident reporting, collecting, and communicating results of investigations?** 3. **Who are trained and available project site investigation team members?** 4. **Who will oversee assigning, tracking, and re-inspecting corrective actions?** 5. **How will incident investigations be retained, redacted, and corrective actions communicated?** | **Document attached** | **N/A** |
| **Describe the Procedure or Process**  *If attaching a separate document or manual, then reference the page number in the description from the attached document/manual and check the box Document Attached.* | |  |  |
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| **8** | **Emergency Preparedness and Response**   1. **Identify all potential emergencies and procedures for each potential emergency and site response procedure.** 2. **Who are the response personnel and trained first aid personnel?** 3. **Detail the emergency communication plan and emergency evacuation, shelter-in-place, lockdown needs.** 4. **Identify the specific equipment** 5. **What are the procedures and training requirements?** 6. **Who are the leads in an evacuation and rescue, names and contact information?** 7. **Identify the first aid services and equipment brought on-site or used on-site** 8. **Identify the fire protection procedures and equipment required at the site** 9. **Identify the assembly points / medical map** 10. **Include an emergency contacts list of internal and external emergency personnel** | **Document attached** | **N/A** |
| **Describe the Procedure or Process**  *If attaching a separate document or manual, then reference the page number in the description from the attached document/manual and check the box Document Attached.* | |  |  |
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| **9** | **Other requirements to support the Contracting Employer’s ability to fulfill the project scope and needs, (be specific).** | **Document attached** | **N/A** |
| **Describe the Procedure or Process**  *If attaching a separate document or manual, then reference the page number in the description from the attached document/manual and check the box Document Attached.* | |  |  |
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