**GUIDELINES AND INSTRUCTIONS FOR USE**

**TEMPLATE NOTE: It is possible that multiple safety plans are developed for each project**:

1. **Project/Site Specific Safety Plan** (P/SSSP) to be developed where TransCanada has engaged a “Prime Contractor” (British Columbia, Alberta, Manitoba), “Constructor” (Ontario) or where the Contractor has control of the Worksite whether as an “employer” (Worksite regulated by the Canada Labour Code, Part II), “Principle Contractor/Maitre D’oeuvre” (Quebec), “Contractor” (New Brunswick), or either an “employer” or “contractor” (Saskatchewan) or a “controlling employer,” “creating employer,” “exposing employer,” or “correcting employer” (United States) for Occupational Health and Safety (OHS) (referred to as the “Prime/General Contractor” in this template). TransCanada may engage a Prime/General Contractor for an entire project or may contract out defined activities related to the project. The P/SSSP will provide a detailed plan of how OHS aspects of the contracted project or work will be managed. The execution of the P/SSSP will be the sole responsibility of the Prime/General Contractor.

The PMT for each project will need to customise the template to suit the purposes of the project. Highlighted portions indicate places with suggestions for completion or where input/customization is required. The template starts on the next page.

**Formatting instructions**

Delete the Guidelines and Instructions For Use sheet. Review and update highlighted areas as necessary.

Ensure that the header and footer are edited and update the revision table and Contents page once the document is ready to be issued.

**(“Prime/General Contractor” Name and Logo)**

**Project/Site Specific Safety Plan**

|  |
| --- |
| **Project Name: XXXX** |
| **Project Number:** XXXX |  |
| **Project Sponsor:** XXXX (Department Manager/Director) |
| **Project Manager:** XXXX |
| Version No.: XX | Date:XXXX |

|  |
| --- |
| **Revision History** |
| **Rev. No.** | **Date**(YYYY-MMM-DD) | **Document Status** | **Brief Description of Change History** | **Originator**(By) | **Reviewer(s)**(Checkers) | **Approver(s)** |
| 01 | Year-Mon-XX | Issued | Issued for Review. | XXXXX | XXXXX | Project Manager/Director Name |
| ## | Year-Mon-XX | Issued | Approved. | XXXXX | XXXXX | Project Manager/Director Name |
|  |  |  |  |  |  |  |

|  |
| --- |
| **Approvals** |
|  |  |  |  |  |
| **Name**“Prime/General Contractor” Project Manager, Department |  | Signature |  | Date XXX |
| **Name**“Prime/General Contractor” Health and Safety Representative |  | Signature |  | Date XXX |

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# Purpose of Project/Site Specific Safety Plan

**Insert Purpose of P/SSSP for example:** This P/SSSP provides a detailed plan of how OHS aspects of the Work will be managed. The P/SSSP sets out how safety concerns will be identified and addressed and the key roles, responsibilities and activities of the Project Management Team. It also provides an overall framework incorporating all legal and Work-specific safety requirements in order to ensure a safe Work Site environment throughout the lifespan of the Work.

# Scope of Work

This P/SSSP has been developed specifically for describe scope of Work (as contemplated in the contract), the name of the over-all project and the location. The Work will be executed during insert timeframe.

As applicable outline as part of the scope of the work – type of work, complexity, risk level, any details concerning Work Site location(s), anticipated personnel requirements (how many workers, whether subcontractors are to be used etc.)

# “Prime/General Contractor’s” Role and Responsibilities

As the Prime/General Contractor for the Work, “Prime/General Contractor” is responsible for all occupational health and safety concerns associated with the Work. Responsibilities include but are not limited to:

* Coordinating, organizing and overseeing the performance of all work and the health and safety programs of all employers and contractors at the Work Site(s) to ensure that no person is exposed to risks to their health and safety;
* Control and overall responsibility for OHS at the Work Site(s) including, but not limited to, the protection of the general public and protection of all workers including those employed by:
	+ - * TransCanada;
			* The Prime/General Contractor;
			* Any Subcontractors;
			* Any suppliers; and,
			* Any other contractors.
* Adhering to and enforcing the requirements of the P/SSSP;
* Maintaining all safety programs including certification if applicable;
* Maintaining Workers Compensation Board proof of good standing (i.e. Clearance Certificate), or jurisdictional equivalent if any, throughout the duration of the Work;
* Protection and preservation of TransCanada’s property and the property of all third parties on, along, adjacent to or near the Work Site(s) from damage resulting from the performance of the Work, including exercising suitable precautions necessary to prevent property damage;
* Ensuring compliance with and implementation by all organizations and individuals that have duties imposed upon them under all applicable OHS laws and regulations including all orders, directives, codes, guidelines, permits, licenses and municipal by;
* Monitoring activities at the Work Site(s) to ensure that the health and safety system is functioning properly and provide such records as TransCanada may require to verify the health and safety system is functioning; and
* Receiving from each employer at the Work Site(s) the name of the person that has been designated to supervise the employer’s workers at the Work Site(s).

# “Prime/General Contractor’s” OHS Policy

“Prime/General Contractor” will provide TransCanada with its written OHS Policy as signed, dated and endorsed by the Prime/General Contractor’s management as part of its proposal. “Prime/General Contractor” will also provide TransCanada with written confirmation that its OHS Policy is, and will be, widely disseminated and understood by its employees and by any employees of its Subcontractors. This OHS Policy should be in the official language(s) of the jurisdiction in which the Work is being carried out by “Prime/General Contractor”.

# Designated Safety Roles and Responsibilities

This section should set out the Prime/General Contractor’s chain of command for safety matters. The positions and descriptions provided in this template are for GUIDANCE PURPOSES ONLY. Not all positions may be applicable, roles and responsibilities may differ and the list may not be complete. It is the Prime/General Contractor’s obligation to ensure all appropriate roles have been identified and detailed in this section. For further clarity, it is the Prime/General Contractor’s sole responsibility to determine whether Safety Officers and/or Safety Representatives are required by legislation.

## “Prime/General Contractor” Organization Chart

For the purposes of the Work, the “Prime/General Contractor” safety team (Key Personnel/Representatives) is structured in accordance with the following chart. This structure is required due to (provide rationale – number of on-site workers, nature of the Work, risk assessment, legislative requirements etc.)

Include a chart that illustrates the designated positions, including names and contact numbers for each position in Appendix A**.** Indicate who will be the:

* Designated authority for the issuance of stop work orders
* Designated point(s) of contact for safety information
* Designated contact for communication with TransCanada Authorized Representative

## Project Manager

Project Manager’s Name is designated as the Project Manager for the Work. (list any applicable qualifications of the individual) The Project Manager is the primary window for engineering and planning functions. Review of potential OHS concerns identified during Work planning, design and contracting are included in the Project Manager’s responsibilities.

The Project Manager’s roles and responsibilities include:

* Following the P/SSSP and all associated programs and modifying same as required for continuous improvement;
* Ensuring that each member of the “Prime/General Contractor” safety team is aware of and complies with requirements of the P/SSSP;
* Maintaining effective communication with all members of the “Prime/General Contractor” safety team;
* Ensuring all incidents are reported in a timely manner, reviewing all incidents including Near Hits with Construction Manager/Owners Manager and when required developing appropriate corrective action plans;
* Communicating accordingly;
* Selecting appropriate personnel for the “Prime/General Contractor” safety team with the proper skill sets/competencies (i.e. Construction Manager, Safety Inspector, Environmental Coordinator, safety etc.) and clearly communicating the team’s roles and responsibilities;
* Leading and actively participating in major or critical investigations and/or special construction site safety meetings to re-enforce safety commitment;
* Providing “Prime/General Contractor” safety team with appropriate support and resources to effectively manage the health and safety at the Work Site;
* Completing at least one field visitation and leading/participating in a formal site inspection;
* Requesting safety and environmental support from the Company when required;
* Monitoring and identifying safety trends and issues;
* Coordinating a monthly meeting with the “Prime/General Contractor” safety team and TransCanada’s project team to review safety performance;
* Coordinating a meeting with senior management representatives from both “Prime/General Contractor” and TransCanada following a major/critical incident and/or inadequate safety performance;
* Coordinating with TransCanada a post-construction evaluation to review and discuss the safety performance, identify safety trends and/or “lessons learned”. If any system-wide builds / issues are identified a communication strategy will be developed; and,
* Ensuring “Prime/General Contractor” Monthly Health & Safety Report is completed.

## Construction Manager

Name of Construction Manager is designated as the Construction Manager for the Work. (list any applicable qualifications of the individual) The Construction Manager acts as the primary window for construction implementation functions.

The Construction Manager’s roles and responsibilities include:

* Understanding all applicable health and safety requirements identified in the P/SSSP, and other relevant documentation;
* Successfully completing any required health and safety training;
* Representing “Prime/General Contractor” at the Work Site and ensuring all applicable safety requirements are being adequately managed by the “Prime/General Contractor”;
* Participating in safety related meetings (Pre-Job, Tail-gates, special safety meetings etc.);
* Ensuring all tools and equipment required to execute the Work safely are available and maintained in safe working order;
* Participating in formal / informal OHS inspections of the Work Site, directing corrective action for any unsafe conditions noted and informing the Project Manager of inspection results;
* Implementing incident reporting / emergency response processes with all on-site personnel;
* Acting as the one window contact for incident reporting (ensure incidents are investigated and assist as required, file incident reports with the Project Manager);
* Ensuring sub-contractors deliver effective safety meetings, tailgates, JSA etc. providing coaching and mentoring and/or participating as required to ensure effectiveness;
* In the event of a major or critical incident, issue a stop work order and notify the Project Manager and “Prime/General Contractor” safety team; and,
* Clearly understanding the responsibilities and accountabilities of all on-site personnel prior to commencing Work. Adequately communicating these expectations at the construction site.

## Safety Representative(s)

**Name of Safety Representative(s)** is/are the designated Safety Representatives for the Work (list any applicable qualifications of the individual e.g. educational background, professional designations, CRSP / CSP / NCSO etc.) The Safety Representative(s) provide a high level of detail review of OHS expectations and metrics, interfacing directly with the Project Manager and Construction Manager and other site safety personnel.

The roles and responsibilities of the Safety Representative(s) for the Work include:

* Assisting in the development of the P/SSSP to ensure it meets or exceeds all applicable requirements;
* Ensuring a Prime/General Contractor Site/Project Specific Orientation Program is developed and implemented;
* Providing on-going support and periodic monitoring of the Work; observe the “Prime/General Contractor’s ability to implement the safety requirements identified in the P/SSSP and applicable legislation;
* Continually monitoring, trending, and analyzing safety performance; recommending and assisting in implementing mitigative measures for the Work as required;
* Leading and/or participating and assisting in incident investigations;
* Leading a minimum of three safety audits per year for the duration of the Work

Developing an Action Plan for implementation for corrective measures for any deficiencies found with assigned accountabilities and timelines for completion.

* Participating in Work-related meetings that discuss safety performance/issues; and,
* Providing coaching and mentoring to all on-site personnel for continuous improvement.

## Safety Officer(s)

Name of Safety Officer(s) is/are the designated Safety Officer(s) for the Work. (list any applicable qualifications of the individual) The Safety Officer(s) are responsible for all aspects of OHS and environment compliance and non-conformance reporting (note: the Work may justify a separate position for environmental oversight) for the Work.

The Safety Officer(s) roles and responsibilities include:

* Representing “Prime/General Contractor” at the Work Site and ensuring all applicable safety requirements are being adequately managed;
* Liaising with “Prime/General Contractor” safety team;
* Understanding all applicable OHS requirements identified in the P/SSSP, applicable legislation, and other relevant documentation;
* Participating in the development and roll-out of P/SSSP Orientations and Worker Orientation Handbooks (a brief summary of procedures and site requirements to be included in worker orientation handbooks);
* Continually monitoring, trending, and analyzing safety performance; recommending and assisting in implementing mitigating measures;
* Participating in Work-related meetings that discuss safety performance / issues;
* Ensuring all incidents are reported in a timely manner and at a minimum within 24 hours of incident occurrence, reviewing all incidents “Prime/General Contractor” safety team and when required developing appropriate corrective action plans;
* Leading and/or assisting in incident prevention, investigation analyses, and preparation of reports and summaries;
* Assisting in the identification of potential hazards, hazardous work, or work hazardous to the environment or facilities;
* Providing on-going support/monitoring of the Work; observing the “Prime/General Contractor(s)” ability to implement the safety requirements identified in the P/SSSP and applicable legislation;
* Completing formal Work Site OHS inspections and documenting findings
	+ Ensuring “Prime/General Contractor” adequately develops and implements effective corrective measures whenever deficiencies have been identified;
* Maintaining files of applicable safety documentation i.e. inspections reports, site observation, tailgate meetings, safety meetings, Job Safety Analysis, General Work Permits etc.;
* Reviewing “Prime/General Contractor” Emergency Response Plan – validate appropriate First Aid equipment / qualified/assigned First Aid coverage for work crews. Prepare site management and personnel through mock emergency evacuation exercises and / or table top exercises;
* Posting any (internal/external) OHS bulletins related to construction activities;
* Reviewing for quality assurance; and,
* Providing coaching and mentoring of Work Site personnel for continuous improvement.

# Visitors

All visitors at “Prime/General Contractor” construction sites are required to report to the designated onsite representative and complete “Prime/General Contractor” Safety Orientation to be developed and delivered by the Prime/General Contractor.

Visitors must follow the instructions provided at the “Prime/General Contractor’s” Safety Orientation and must review any Job Safety Analysis that the Prime/General Contractor has put in place respecting any specific activity the visitor may be involved with.

# Applicable OHS Legislation, Regulations, Codes and Other Requirements

Along with this P/SSSP, OHS Legislation, Regulations, Codes and other requirements as listed below will be made readily available to all personnel at the Work Site.

Attach applicable legislation, regulations, and codes (specific to the jurisdiction the work is being conducted, listing the governing agency and the OHS Act, Regulations and Code and current revision dates).

# Work Safety Risk Identification

## Pre-Work Authorizations

If applicable, identify any required General Work Permits from the Company where the Company’s facilities may be affected by the Work, i.e. pipeline isolation, gas handling, switching and tagging

## Project Hazard Analysis

Propose means of conducting and updating the Project Hazard Analysis to identify, evaluate and safely control hazardous conditions associated with the Work and the Work Site.

## Site Safety Requirements

Identify and evaluate inherent site safety risks, for example:

* Proposed traffic flow
* Hazardous materials
* Training
* Inspections
* Security
* Personal hygiene
* Emergency response planning and mutual aid
* Appropriate tools
* Equipment and materials

The parking and backing of vehicles is always considered to be a site safety risk, therefore any Motor Vehicle Operation or similar program should provide but is not limited to:

* Driver/Operator Situational Awareness practises (e.g. Traffic Cones).
* Required “walk around” or “circle check” prior to the backing of vehicles or equipment.
* Driver Training which includes both in-classroom theory and in-vehicle practical evaluation.
* Pull through (drive through) parking as the preferred means for stopping/parking a vehicle or equipment.
* Back in parking as the secondary means for parking a vehicle or equipment so that the next movement of that vehicle or equipment will be in the forward direction.
* Vehicles and equipment require at least TWO of the following or for vehicles and equipment operated with reduced visibility THREE of the following:
	+ operational backup alarm
	+ spotter
	+ backup camera
	+ backup sensors with audible alarm
	+ Single blast of the vehicle horn prior to any reverse motion

## Job Safety Analysis

Identify and develop Job Safety Analysis for specific activities as required

## Operational Controls

Outline operations controls - relevant policies, programs and procedures should be in writing and attached as Appendix B to this P/SSSP.

Examples and recommendations for operational control programs\*\* may include, but not limited to the following:

|  |  |
| --- | --- |
| * Confined Space
 | * Blood-borne Pathogens
 |
| * Hazard Communication
 | * WHMIS
 |
| * Personal Protective Equipment (PPE)
 | * Safe Work Permits
 |
| * Motor Vehicle Operation
 | * Control of Hazardous Energy (LOTO)
 |
| * Heavy Mobile Equipment
 | * Warning Signs, Tag and Barriers
 |
| * Housekeeping
 | * Mobile Cranes
 |
| * Overhead Power Lines
 | * Heat and Cold Stress
 |
| * Lifting, Hoisting, Winching and Towing
 | * Ergonomics
 |
| * Occupational Noise
 | * Machine Guarding
 |
| * Hand and Power Tools
 | * Welding, Cutting and Brazing
 |
| * Flammable and Combustible Materials
 | * Compressed Gas Cylinders
 |
| * Sanitation
 | * Camps
 |
| * Manual Material Handling and Lifting
 | * Work Platforms, Scaffolds and Ladders
 |
| * Excavations, Trenching, Shafts, Underground Works and Ground Disturbance
 | * Foreign Line Crossings
 |
| * Explosives and Blasting
 | * Diving
 |
| * Traffic Control and Management
 | * Working Near or Above Water
 |
| * Hazardous Materials Exposure (Asbestos, Pb, Hg, PCB)
 | * Radiation Safety
 |
| * Transportation of Dangerous Goods
 | * Hearing Conservation
 |
| * Alcohol and Drug (Contractor)
 | * Electricity
 |
| * Cranes and Boom Trucks
 | * Fitness to Work
 |
| * Working at Height
 | * Security
 |
| * Demolition
 | * Naturally Occurring Radioactive Materials
 |

\*\* **FOR GUIDANCE PURPOSES ONLY**: not all control operational programs listed will be applicable and the table may not be complete

## Key Health and Safety Performance Indicators

Identify key leading and lagging health and safety performance indicators and targets

**NOTE: Sample table: Prime/General Contractor can modify table and add/modify indicators as they see fit**

|  |  |
| --- | --- |
| **PERFORMANCE MEASURE** | **TARGET (Top Quartile/Decile)** |
| **Lagging Indicators**: |  |
| Total # of Incidents | (should demonstrate that employees understand what is considered an incident and are appropriately reporting with an emphasis on **Near Hit reporting**) |
| Incident Severity Totals (near hit, minor, serious, major, critical) |  |
| Recordable Injury Related Incidents |  |
| Total Exposure Hours |  |
| Total Recordable Case Rate |  |
| Recordable Vehicle Incidents  |  |
| High Potential Case Rate |  |
| Away from Work Case Rate |  |
| Vehicle Incident Frequency\* |  |
| Total Exposure Miles/Kilometers |  |
| **Leading Indicators** |  |
| Total # of Tailgate Meetings | (Held Daily) |
| Total # of Weekly Safety Meetings | (Held Weekly) |
| Total # Monthly Safety Meetings (Project Team)  | (Held Monthly) |
| Total # of JSAs reviewed for quality assurance |  |
| Total # of Safety Observances | List and Why they are heldNote: (these aren’t work stoppages due to incidents) |
| Total # of Formal Inspections |  |
| Total # of Inspections with Project Manager/Construction Manager |  |
| Total # Audits  | (include what a “passing” score is) |
| Prime/General Contractor Response to audit/inspection findings or any H&S related issues |  |

\*Note calculated using 621504 miles (1 million km)

Identify how this table will be will be updated, by who, frequency, and how this will communicated to Prime/General Contractor Personnel and the Company

**Safety Performance Report (Monthly and Yearly)**

(Re: Appendix E of the P/SSSP to be submitted monthly and at year end by the General / Prime Contractor)

* **Contractor Monthly Health & Safety Report**

**Please include subcontractor hours and kilometres when reporting.**

**This form must be submitted via e-mail to:** **II\_tracking@transcanada.com** **by the 7th calendar day of each month.**

**Cc: Project Manager or Construction Manager/Owners Manager as required.**

# Mobilization

Outline how appropriate resources will be mobilized and on-site or in place prior to scheduled start date, for example job trailer(s); communications, emergency response plan, permits, site plans, drawings and construction files; equipment, materials and tools; signs and barriers, fences, barricades; appropriate safety and job procedures manuals; safety files and posters; copies of applicable OHS regulations; training records and certifications; PPE (include a listing); emergency response equipment and supplies.

# Safety Training, Awareness and Competence

Outline the training requirements for the work based on applicable Provincial, Federal, and/or State regulations and the specifications for the Work. FOR GUIDANCE PURPOSES ONLY consider:

|  |  |
| --- | --- |
| * Tunnels, Shafts, Caissons, and Cofferdams
 | * Motor Vehicle Control – Driver Training
 |
| * Supervision
 | * Traffic Control
 |
| * Scaffolds
 | * Signaler
 |
| * Hazardous Materials (WHMIS)
 | * Helicopter
 |
| * Pipeline Repair
 | * Propane
 |
| * Explosive-actuated Fastening Tool
 | * Formwork
 |
| * Drowning Protection
 | * Elevating Work Platforms
 |
| * Chainsaw
 | * Compressed Air
 |
| * ATV
 | * Forklift Operations
 |
| * Construction Safety Association Health and Leadership Safety Training
 | * Rigging Safety
 |
| * Collision Avoidance
 | * Ground Disturbance
 |
| * Excavation and Trenching
 | * Pipe and Cable Locating
 |
| * Confined Space Entry and Rescue
 | * H2S Alive or equivalent
 |
| * Welding and Cutting
 | * Working at Heights
 |
| * Crane Operations
 | * Hearing Conservation
 |
| * Industrial Hygiene
 | * Ergonomics
 |
| * Defensive Driver
 | * Radiation Safety
 |
| * Scaffolding
 | * Emergency Response
 |
| * Electrical Safety
 | * Respiratory Protection
 |
| * Personal Protective Equipment
 | * Lock-out and Tag-out Systems
 |
| * Standard First Aid and CPR
 | * Substance Abuse Systems
 |
| * Fire Fighting and Suppression
 | * Transportation of Dangerous Goods
 |
| * General Work Permit or Safe Work Permit
 | * Hazard Identification, Assessment and Control
 |
| * Hazard Communication
 | * Reporting (hazards, spills, incidents and near hits)
 |
|  | * Working Alone
 |

Identify who is going to provide the training (i.e. outsourcing, speciality firms and/or in-house training).

Outline how training is going to be tracked (i.e. electronic data base, hard copies, retention times and locations).

Outline the level of checking that will be performed to assure that the Prime/General Contractor’s employees have the appropriate safety competencies, and that the Prime/General Contractor’s safety training program is being implemented in accordance to the P/SSSP.

# Subcontractor Safety Management

Outline any procedures and criteria for the pre-qualification, selection, Pre-Job preparation, on-site monitoring and post contract performance feedback of Subcontractor provision of services.

# Safety Documents and Records

Identify the documentation that will be maintained, how it will be maintained during the Work and how it will be made readily available at the Work Site. For example: P/SSSP, Orientation Handbooks, General Work Permits, permits, JSA, tailgate forms and safety meeting minutes, incident/audit/inspection reports, MSDS’ etc.).

Provide samples of all Forms and references to where they can be found as part of the Appendix to this P/SSSP.

# Safety Communication and Consultation

Identify what safety meetings and communications will be conducted and how they will be delivered, personnel responsible and/or involved, frequency, etc.

Identify how reports on safety will be communicated to the Company (by whom, how often etc.).

# Incident Management

Describe how incidents and Near Hits will be reported internally

Describe how incidents and Near Hits will be reported to the Company for entry into the Company’s Incident and Issue Tracking Database (EHSM) system.

Describe how incidents and Near Hits will be addressed including the issuance of non-conformance reports and associated corrective action plans.

All Major and Critical Incidents and near-hits with the potential of Major or Critical must be investigated. Describe how the investigations will be conducted and who will be involved.

The intent of all investigations is to determine Root Cause and preventative measures developed and implemented to prevent incident recurrence. Describe the process to document and implement these measures.

Indicate accountability and responsibility for investigation and reporting. Generally the Project Manager will be responsible for ensuring those incidents requiring investigation are investigated and a report issued and the findings and associated corrective measures shared with the Company.

# Safety Inspections & Audits

Outline the safety inspection and audit procedures for the Work, for example informal Work Site reviews, formal weekly safety inspections, quarterly audits, etc.

# Emergency Response

Outline Emergency Response Plan – template provided as Appendix F

# Non-Compliance & Disciplinary Action

Describe how violations of the P/SSSP, regulatory requirements, etc. may result in the issuance of a Non-Conformance Report (NCR) or disciplinary action.

Describe the disciplinary action policy and how it will be documented.

# Appendix A – Prime/General Contractor Safety Team Resource Information

Include Prime/General Contractor Safety Team personnel, with names professional designations, phone numbers (office and/or cell), and positions. Attach and email professional certification information to the Project Management Team.

# Appendix B – Policies, Programs, and Procedures

Attach copies and provide reference to where the policies, programs and procedures can be found.

# Appendix C – Forms

EXAMPLES ONLY Forms may include but are not limited to:

* Equipment/Machine Checklist
* Forms to be submitted to the Company (Safety Performance Report for example)
* Green Hand evaluation form
* Hazard Assessment/JSA forms
* Incident forms
* Inspection forms
* Investigation form/checklist
* Near-hit forms
* Orientation Checklist
* Other Checklists
* Tailgate forms
* Safe work permit forms, etc.

# Appendix D – Audit Protocols

Attach the audit protocol(s) that will be used to conduct audits (process, scoring/assessment, report, etc)

# Appendix E – Safety Performance Report (Monthly and Yearly)

Contractor Monthly Health & Safety Report

**Please include subcontractor hours and kilometres when reporting.**

**This form must be submitted via e-mail to:** **II\_tracking@transcanada.com** **by the 7th calendar day of each month.**

**Cc: Project Manager or Construction Manager/Owners Manager as required.**

#

**TPP Form Contact:** Diana Ramos-Manabat

**Collection of Contractor Hours and Kilometres**

TransCanada’s Health & Safety performance is measured by three lagging indicators: Total Recordable Case Rates (TRCR), Away from Work Case Rates (AWCR) and Vehicle Incident Frequency (VIF). Accurate data, including workers’ exposure hours and kilometres driven, is required to calculate these measures and to reflect true performance.

TransCanada’s **Contractor Monthly Health & Safety Form (CSF)** is an essential tool for collecting accurate contractor hours worked and kilometres driven for TransCanada business. Contractors are asked to **complete and submit the form each month**. Data for the previous month should **be submitted by the 14th of the month** (e.g., January data should be submitted by February 14th).

**Instructions**

**Submit all contractor and sub-contractor hourly exposure statistics for TransCanada work (only those activities under contract where either TransCanada or our designate is considered the prime/general contractor). Submit all employee and sub-contractor motor vehicle mileage exposure for TransCanada work (only those activities under contract where either TransCanada or our designate is considered the prime/general contractor).  Motor vehicle exposure data does not include personal mileage (travel from home or temporary residence to a fixed work location and vice versa unless the contractor is paid a wage for this travel time) nor should it include mileage related to couriers or service contracts (i.e. cement truck/rental equipment deliveries).**

**Include statistics of subcontractors hired to complete the work related to TransCanada, but do not include statistics of work your company did as a subcontractor for work unrelated to TransCanada.**

**Note:** *The CSF is a “living document” – the same form should be updated with new data and then submitted to* ***ii\_tracking@transcanada.com*** *each month. At the end of the year, the form should include ALL hours worked and kilometres driven for ALL projects.*

1. When submitting data for the first time in the year, use a blank CSF. Otherwise, update previous form and submit.
2. At the top of the form, insert the Month corresponding to the data being reported (i.e., If reporting hours and kilometres incurred in July, insert “July” at the top of the page).
3. Complete data table as appropriate. See sample below. Indicate with check box whether mileage is in kilometres or miles driven. Be sure to include subcontractor hours and kilometres or mile in the reporting.

|  |  |
| --- | --- |
| **Project # (or Work Order #) :** 000-0000000 | **Project/Work Location:** MLV-00-00 or city or province |
|  | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** | **YTD** |
| **Office Hours worked** | 0 | 10 | 5 |  |  |  |  |  |  |  |  |  | 15 |
| **Field Hours worked** | 0 | 560 | 750 |  |  |  |  |  |  |  |  |  | 1,310 |
| **[ ]  Kilometres****[ ]  Miles**  | 0 | 1,836 | 3,857 |  |  |  |  |  |  |  |  |  | 5,693 |

1. Provide names of subcontractor companies whose hours and kilometres or miles were included in the latest reporting. Names of individual workers are not necessary.
2. Repeat steps 2 to 4 for additional projects. Copy and paste additional data tables as necessary. If a project is complete, do not delete the data table from the form.
3. Submit the completed CSF to**ii\_tracking@transcanada.com** by the 14th each month to ensure timely reporting.

|  |
| --- |
| **For (*Month) \_\_\_\_* , (*Year*) \_\_\_\_** |
| **Please include subcontractor hours and kilometres when reporting. This form must be submitted via e-mail to II\_tracking@transcanada.com by the 14th calendar day of each month. Cc: Project Manager or Construction Manager as required**. |
| **Your Company Name:**  | **Contact Name:** |
| **Phone Number:**  | **Contact Email:** |
| **Date of Submission:** |  |
| **Project # (or Work Order #) :**  | **Project/Work Location:**  |
|  | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** | **YTD** |
| **Office Hours worked** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Field Hours worked** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **[ ]  Kilometres[ ]  Miles**  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**NOTE:** Please list below the names of subcontractor companies whose hours and kilometres were included in the latest reporting:

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Project # (or Work Order #) :** | **Project/Work Location:** |
|  | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** | **YTD** |
| **Office Hours worked** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Field Hours worked** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **[ ]  Kilometres[ ]  Miles**  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**NOTE:** Please list below the names of subcontractor companies whose hours and kilometres were included in the latest reporting:

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Appendix F – Emergency Response Plan

The Emergency Response Plan (“ERP”) sets out Prime/General Contractor’s proposed emergency response processes and procedures. The objective of the ERP is to ensure emergency response processes and procedures specific to the Work are addressed.

A draft of the ERP must be provided to the Company for review and approval prior to the Pre-Job meeting held before the start of the Work. The final version of the ERP will be provided to the Company before the start of Work and will be included as part of the contract documents for the Work. Review of the ERP by the Company is not to result in any responsibility or liability being incurred by the Company.

The Prime/General Contractor will prepare a distribution matrix for the ERP and will circulate this matrix to all ERP recipients. A copy of the ERP must be kept at all Work Sites used by the Prime/General Contractor in relation to the Work.

All forms and procedures referenced in the ERP must be attached to the ERP.

**Emergency Response Plan Template – See Attached**

**NOTE:** This is a template ONLY; the Prime/General Contractor may use this template as a guide to develop the ERP. It is the Prime/General Contractor’s sole responsibility to ensure the ERP is complete and includes all applicable legal and other requirements**.**

# Appendix G - Glossary of Terms and Acronyms

**(Prime/General Contractor Name and Logo)**

**Emergency Response Plan**

|  |
| --- |
| **Project Name: XXXX** |
| **Project Number:** XXXX |  |
| **Project Sponsor:** XXXX (Department Manager/Director) |
| **Project Manager:** XXXX |
| Version No.: XX | Date:XXXX |

|  |
| --- |
| **Approvals** |
|  |  |  |  |  |
|  |  |  |  |  |
| **Name**Prime/General Contractor Project Manager, Department |  | Signatures |  | Date XXX |
| **Name**Prime/General Contractor Health and Safety Representative |  | Signatures |  | Date XXX |

**Objective**

Outline the purpose of this ERP.

**Key Personnel**

Outline key personnel for the ERP and their respective responsibilities

**Communication and Training Plan**

Outline how the ERP will be communicated and how personnel will be trained

Indicate where and how emergency numbers will be posted

Provide 24 hour communication link

**Drills/Mock Incidents**

In accordance with the Work specifications, outline the type of drills or mock incidents that will be carried out to ensure training efficiency

**Types of Emergency Events**

Outline possible emergency events that could occur at the Work Site. For Example, emergency events may include, but are not limited to:

Fire

Medical

Poisonous animals (rattlesnakes)

Line Strike (buried or overhead)

Severe Weather (Tornados, Floods, etc.)

Spills

Security Breech/Incident, etc.

**Safety Equipment**

Outline all safety equipment required and where it will be located

PPE

First Aid Kits

Fire Extinguishers

Emergency Conveyance Vehicle

Outline equipment inspection procedures, etc.

**Safety Measures**

Outline or reference procedures, policies, and programs that will be implemented to prevent emergency events – attach as appendix to the ERP.

**Response Actions**

Outline the response actions for each emergency event set out above (attach any emergency check lists).

Provide an evacuation procedure for the Work Site (muster points, third party emergency response information, etc.).

Outline safe shutdown and start up procedures.

**Notification Procedures**

Outline how Prime/General Contractor and the Company will be notified of an emergency event

Outline how Work Site personnel will be tracked for communication purposes

Include a flow chart

Include equipment/methods used (cell phone, satellite phone, etc.)

**Reporting an Emergency Event**

Outline the responsibility and process of reporting an emergency event – both internally and externally

**Post Emergency Event Procedures**

Outline the procedures taken after the emergency event. For example:

Investigations

Formal report

De-briefing meetings

Preservation of evidence

Replenishments of equipment/supplies

Return to work procedure

Etc.

**Waste Disposal**

Outline disposal procedures

**Appendix A - Emergency Phone Directory**

List all available emergency contact numbers and location (police, fire, ambulance, hospital, clinics, life flight, etc.)

**Appendix B – Programs and Procedures**

Attach as applicable

**Appendix C – Glossary of Terms and Acronyms**

If applicable, define all terms and acronyms used in the ERP