



1.0 INTRODUCTION – SITE SPECIFIC PLAN

1.1 Purpose

For the purposes of this specific Occupational Site and Safety Plan “Insert Company Name Here” (“Insert Company Name Here”) designates:

_____ as “The Workplace”.

As there will be less than 20 employees including designated subcontractors at each workplace it will be designated as a small operation for the purpose of section 3.2 of the Work Safe BC Occupational Health and Safety Regulations (WSBC).

We have attached hereto a copy of our Occupational Health & Safety Manual. For the purpose of section 3.4 WSBC there will be incident investigation reports available, on site, to all “Insert Company Name Here” Employees and their designated subcontractors. All incidents will be reported to the Prime Contractor within 24 hours.

For the purpose of section 3.5 WSBC, daily hazard assessments and safety inspections will be conducted and documented every day at the Workplace by “Insert Company Name Here” Project or Site Manager. Attendance to the daily toolbox meeting is mandatory for all employees/subcontractors on site.

For the purpose of sections 3.9 to 3.13 WSBC every “Insert Company Name Here” employee/subcontractor has been made aware to report, remedy and advise a qualified “Insert Company Name Here” employee of any unsafe site conditions or emergency circumstances that may arise in the course or work at The Workplace.

Every “Insert Company Name Here” employee has been advised to follow all safety procedures including refusing to work in unsafe conditions.

1.2 Synopsis

This document constitutes a Site-specific Health and Safety Plan for:

1.3 Scope of Work



1.7 Training Certifications

First Aid Certificates (names, level of first aid):

1.8 Hazard Reporting

“Insert Company Name Here” follows the procedures and protocols set out in Division 10 of the Worker’s Compensation Act regarding accident and near miss reporting. Incident and Near Miss report forms will be kept on site and be readily accessible. All incidents and near misses will be reported to the Prime Contractor within 24 hours.

1.9 Emergency Contact

Project Manager (Name, Phone Number and Email):

Site Supervisor (Name, Phone Number and Email):

Agencies		Phone Number
Police	Non-emergency	(604) 717-3321
Ambulance	Non-emergency	(604) 872-5151
Fire	Non-emergency	(604) 215-4842
BC Hydro	24 hours	1 888 769 3766
FortisBC Gas Utility	24 hours	1-800-663-9911
Vancouver Water Utility	24 hours	311
Underground Utilities	British Columbia One Call	1-800-242-3447
Dig Shaw Service Locates		1-866-344-7429
Coast Mountain Bus Company	24 hours	(778) 593-5536
Provincial Emergency Program	Hazardous Materials & Oil Spills reporting	1-800-663-3456
BC Safety Authority	Report incidents involving boilers, pressure vessels, refrigeration, electrical, elevating devices, gas	1-866-566-7233
WorkSafeBC	After Hours 1-866-922-4357	(604) 276-3100



3.0 SUB-CONTRACTOR REQUIREMENTS

3.1 Purpose

It is the contractor's responsibility to ensure that project work is performed in a safe manner, and that it is in compliance with WorkSafeBC Occupational Health and Safety Regulations, any other applicable provincial and/or federal laws and/or regulations, and any "Insert Company Name Here" policies, procedures and other requirements that may apply.

"Insert Company Name Here" expectations are that contractors will train, supervise, and direct their contractors to be mindful of the safety of "Insert Company Name Here" contractors and visitors when performing work on "Insert Company Name Here" premises.

3.2 Contractor Safety Programs

1. The Prime Contractor shall have in place a safety program acceptable to WorkSafeBC.
2. The implementation of the safety program shall be monitored through monthly safety meetings with the Prime Contractor, contractors and subcontractors.
3. Minutes of these meetings shall be forwarded to "Insert Company Name Here" and posted at the site office for view by the public.
4. The Prime Contractor shall report the following to the "Insert Company Name Here" Project Manager:
 - a. Immediate notification of incidents or near misses that resulted or could have resulted in injuries requiring medical care.
 - b. Results of any accident investigations.
 - c. Safety committee meetings held.
 - d. Inspections performed.

3.3 Contractor Site Safety Plan

1. The responsibility for safety shall rest with the Prime Contractor.



4.2 SUB-CONTRACTOR SAFETY ORIENTATION FORM

Contractor Company Name: _____

Enclosed is the "Insert Company Name Here" health and safety program.

This program addresses Occupational Health & Safety requirements for all sub-contractor and/or contractors hired for any particular project(s). During the performance of any contracted work the Provincial Occupational Health and Safety Act, Regulations & the requirements of the "Insert Company Name Here" health and safety program must be strictly adhered and observed. There are no exceptions.

Failure to follow all company health and safety rules, safe work procedures and safety policies and any violation of these rules, procedures and policies:

MAY RESULT IN DISCIPLINARY ACTION BY "INSERT COMPANY NAME HERE"

Please **initial inside each check box** for each applicable safety policy/procedure discussed during the sub-contractor orientation. By initialing each box, you verify that you understand and comprehend "Insert Company Name Here" health and safety policies and safe work procedures.

1. Health & Safety Policy	2. Housekeeping
3. Health & Safety Policy	4. Housekeeping
5. Company Safety Representative Information	6. Tools Machinery & Equipment
7. Supervisor Contact Information	8. Right to Refuse Unsafe Work
9. Emergency Contact Information	10. Right to Participate
11. WHMIS	12. Right to Know
13. Material Safety Data Sheets	14. Safe Sharps Disposal
15. First Aid Procedures	16. No Smoking
17. Eye Wash Stations	18. Drug & Alcohol Use
19. Emergency Evacuation Procedures	20. Workplace Violence
21. Personal Protective Equipment (PPE)	22. Working Alone
23. Respiratory Protection	24. Horseplay
25. Hearing Protection	26. MSI's
27. Hazard Reporting	28. Back Safety
29. Harassment and Bullying	30. Yellow Caution Tape / Red Danger Tape
31. Lock Out Safety	32. Traffic Control
33. Warning Signs	34. Heat Stress & Cold Stress

I, _____, understand and will adhere to all applicable "Insert Company Name Here" written safety policies and safe work procedures as outlined and discussed in this sub-contractor safety orientation session.

Sub-Contractor Signature: _____ Date: _____

Manager and/or Supervisor: _____



11.4 Summoning First Aid in an Emergency

1. Ensure accident scene is safe to avoid further danger to injured person or self.
2. Do not move the injured person unless there is a high risk of further injury or death. Keep calm and do not leave the injured unattended.
3. First aid can be summoned by contacting the nearest Supervisor or self (if you have been trained in OFA Level 2), where the supervisor and/or self will summon the First Aid Attendant(s).

First Aid can also be summoned by:

- a. Verbally,
 - b. Two Way Radio,
 - c. Cellular phone.
4. Ensure all above methods of summoning first aid are **REPEATED** until successful contact with the First Aid Attendant(s) has been established.
 5. If a life-threatening condition is suspected, **CONTACT 911** immediately and then inform Supervisor and/or First Aid Attendant(s).
 6. Once a method of communication has been established and you have successfully contacted first aid you will be asked the following questions where a prompt specific answer is needed for the First Aid Attendant to assess the situation:
 - a. Where is the emergency?
 - b. What happened?
 - c. How many injured?
 7. Be prepared to assist when directed by the First Aid Attendant.
 8. Situations which require Emergency Services and **no First Aid Attendant** is available by way of intercom, phone or otherwise shall immediately call **911** for assistance.
 9. All injuries must be reported on the day of the injury regardless of the severity.

11.5 Transporting Injured Persons

1. The decision of how or whether to transport a patient/victim shall be the responsibility of the First Aid Attendant in charge.
2. Where possible the Supervisor and/or reception shall meet the ambulance at the entrance to the "Insert Company Name Here" building or site and direct the ambulance (or other emergency services) personnel to the appropriate location and entrance.



12.5 Potential Emergencies

The following potential emergencies have been identified in hazard assessments:

- | | |
|---|-------------------------|
| 1. Fire | 2. Major Chemical Spill |
| 3. Explosion | 4. Earthquake |
| 5. Accidental Release of Toxic Substances | 6. Floods |
| 7. Major Structural Failure | 8. Serious Injury |

12.6 Muster Station (Assembly Point)

1. In case of emergency evacuation, all employees and contractors will safely exit the building(s) through the nearest exit point and assemble at the nearest muster station.
2. The location of muster stations will vary depending on the worksite.
3. It will be the responsibility of the site Supervisor to ensure employees and contractors are educated on the location of each muster station on each different work site.
4. The muster station is located:

[Insert Image Here]

12.7 Communication

In the event of an emergency within or affecting the worksite, the Emergency Response Coordinator (ERC) will communicate and make the following decisions to ensure that appropriate key steps are taken:



5.0 PUBLIC SAFETY REQUIREMENTS

1. "Insert Company Name Here" will identify hazards that influence the public created by their operations. Assessing the risk of these hazards, and where applicable, implementing control measures will eliminate any risk to the public. Documenting, tracking, and maintaining any required control measures and reporting and investigating public safety incidents must be recorded and submitted. Workers must report unsafe conditions or practices to the "Insert Company Name Here" Site Representative responsible for corrective action.
2. Definition of a public incident means; any event involving BCH property or personnel where there was an injury (public injury) or the potential for injury (public near miss) to the public.
3. Requirement- The following shall be completed to ensure public safety:
 - a. Hazard Identification
 - b. Public Hazards, Control Measures and Safety Devices Procedures
 - c. Regular Inspection and Maintenance
4. All construction work is to be performed in a manner that eliminates or minimizes potential harm to any person on or adjacent to this construction project. No construction activity is to be conducted until all contractors have assessed all aspects of the work they will perform and where required, safety measures have been implemented to protect the public.
5. Work areas that are temporarily closed for short duration must be identified with tubular markers connected together with caution/warning tape.
6. All public access/egress routes or thoroughfares must be kept free of construction materials or debris that could cause potential slips, trips, falls. Construction materials and or debris must not be stored in designated emergency exit routes such as hallways, stairwells or walkways.
7. Areas that provide the sole means of access or egress during an emergency situation affected by the construction process must be assessed prior to performing any construction activities. Alternate routes meeting the requirements of the authority having jurisdiction (i.e. Fire Department) or client must be strictly adhered to.



Hazard Reporting

Hazards, unsafe conditions, near misses and/or unsafe behaviors must be reported to your Supervisor immediately, and prior to leaving work.

Warning Signs

1. Warning signs that identify potential injury hazards must be adhered at all times. No exceptions.
2. The Supervisor will go over all warning signs within the site at the time of the orientation.
3. If you do not understand the meaning of warning sign please ask your Supervisor immediately.

Housekeeping

1. Always maintain good housekeeping in your work area to avoid slips, trips and falls.

Tools, Machinery & Equipment

1. No hand-held or power tool shall be used for any purpose other than that intended.
2. All damaged or worn parts shall be reported to your Supervisor immediately and promptly repaired or replaced.
3. Power tools shall be operated only by authorized personnel, with guards furnished by the manufacturer in place.
4. All electrical hand tools shall be grounded or double insulated.
5. Explosive/powder actuated tools shall be used only by persons who have been instructed and trained in their safe use.

Right to Refuse Unsafe Work

1. Under legislation you have the right to refuse unsafe work if you have reasonable cause to believe that to do so would create an undue hazard to the health and safety of themselves and of any person.
2. A contractor who refuses to carry out a work process due to unsafe conditions must immediately report the circumstances of the unsafe condition to their supervisor.

Right to Participate

1. All contractors have a right to take part in health and safety activities. For example, you can be chosen to be a health and Joint Health and Safety Committee or a member of a committee.



1.15 SUPPLEMENTARY DOCUMENTS

1.16 WorksafeBC Insurance

[Insert Image Here]

1.17 Notice Project

[Insert Image Here]

FREE PREVIEW



1.4 Project Information

PROJECT INFORMATION	
Level of Risk: <input type="checkbox"/> High <input type="checkbox"/> Moderate <input type="checkbox"/> Low	Location:
	Project name:
	Project Manager:
Start Date of Project:	End Date of Project:

1.5 Site Contact Information

Project Manager (Name, Phone Number and Email):

1.6 Site Safety Coordination

Site Supervisor (Name, Phone Number and Email):

Site Safety Coordinator (Name, Phone Number and Email):



12.13 Precautions to Take During the Earthquake

1. Try to remain calm and to reassure others.
2. If you are indoors, move immediately to a safe place, such as under a desk or table. Stand in an interior doorway or in the corner of a room. Watch for falling debris or tall furniture. Stay away from windows and heavy objects that may topple or slide across the floor. In summary, seek safety where you are at the time of the incident.
3. If evacuation is necessary, follow the general evacuation procedures.
4. Do not be surprised if the electricity goes off and/or the sprinkler system goes on. The elevators may lose power and stop operating. Noise from breaking glass and falling objects may also be heard.
5. If you are outdoors, move to an open area, away from buildings and power lines.
6. Do not be surprised if you feel more than one shock. After the first motion is felt, there may be a temporary calm, followed by an “aftershock”. (This phenomenon is merely the arrival of different seismic waves from the same earthquake.) Aftershocks, separate shocks following the main shock, may occur several minutes, several hours, or even several days afterwards.

12.14 Precautions to Take After the Earthquake

When the shaking stops, considerable damage and injuries may result. It is especially important that everyone remains calm and begins the task of taking care of one another. The first concern is for those who are injured, and the next concern is to prevent fires. After that, damage can be assessed, and remedial measures begun.

1. Remain calm and take time to assess your situation.
2. Help anyone who is injured and administer emergency first aid when necessary. Seek medical help for those in need. Report the location of the injured by notifying Site Supervisor:

Project Manager (Name, Phone Number and Email):

Site Supervisor (Name, Phone Number and Email):



11.4 Summoning First Aid in an Emergency

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11. Do not move the injured person unless there is a high risk of further injury or death. Keep calm and do not leave the injured unattended.
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 14. If a life-threatening condition is suspected, **CONTACT 911** immediately and then inform Supervisor and/or First Aid Attendant(s).
 15. Once a method of communication has been established and you have successfully contacted first aid you will be asked the following questions where a prompt specific answer is needed for the First Aid Attendant to assess the situation:
 - d. Where is the emergency?
 - e. What happened?
 - f. How many injured?
 16. Be prepared to assist when directed by the First Aid Attendant.
 17. Situations which require Emergency Services and **no First Aid Attendant** is available by way of intercom, phone or otherwise shall immediately call **911** for assistance.
 18. All injuries must be reported on the day of the injury regardless of the severity.

11.5 Transporting Injured Persons

3. The decision of how or whether to transport a patient/victim shall be the responsibility of the First Aid Attendant in charge.
4. Where possible the Supervisor and/or reception shall meet the ambulance at the entrance to the "Insert Company Name Here" building or site and direct the ambulance (or other emergency services) personnel to the appropriate location and entrance.



15.0 COVID 19 SAFETY POLICY

15.1 Policy

1. Any “Insert Company Name Here” employee who is ill and/or showing flu like symptoms will remain at home and not come into work as there is a high risk of infecting other. It is recommended to also contact their local health care provider immediately.
2. If an employee falls into one of the categories below, the employee will follow the advice from the Canada Centre of Disease Control and Public Health Authorities across Canada:

- a. **If you have COVID-19.** If you are sick with COVID-19, you need to stay home. Contact your local health care provider to get advice immediately.
- b. **If you have traveled internationally.** The Public Health Agency of Canada advises that if you have travelled to Hubei Province, China, Iran, or Italy, you are asked to self-isolate for 14 days after the day you left the area. If you are returning from an affected area, stay home and limit contact with others for a total of 14 days. Monitor yourself daily for symptoms like fever, cough or difficulty breathing for these 14 days. If you develop symptoms speak with your health care provider to discuss any need for testing and follow up.

The Canada Centre for Disease Control is asking people arriving anywhere from outside of Canada to self-isolate, and monitor for symptoms for 14 days after arrival in Canada. People arriving from Hubei Province, Italy or Iran are asked to take extra measures to limit their contact.

If you have travelled outside Canada, monitor yourself and your family closely for symptoms like fever, cough, and difficulty breathing for a total of 14 days from your return. If any symptoms arise, limit contact with others and speak with your health care provider.

- c. **If you have been in contact with a person infected with COVID-19.** If you have had close contact with an infected person you are at high risk of exposure. The Public Health Agency of Canada recommends that in these circumstances, you voluntarily home quarantine (self-isolation), with mandatory quarantine depending on circumstances, and practice hand hygiene, respiratory etiquette, cleaning, and self-monitoring.
3. Employees are to be advised to not mask any symptoms of exposure even if they are mild symptoms or have had to take simple medications such as Tylenol. Workers showing any COVID-19 symptoms are not to come into work under any circumstances.

If an employee is confirmed to have COVID-19, “Insert Company Name Here” will inform the other employees of their possible exposure to COVID-19, without disclosing names or details of the



15.13 Contact with a Confirmed Case of COVID-19

1. If a confirmed case is identified in your workplace, the designated public health services will provide advice to:
 - a. Any employee that has been in close face-to-face or touching contact
 - b. Anyone talking with or being coughed on for any length of time while the employee was symptomatic
 - c. Anyone who has cleaned up any bodily fluids
 - d. Close friendship groups or workgroups
 - e. Any employee living in the same household as a confirmed case
2. Contacts are not considered cases and if they are feeling well, they are very unlikely to have spread the infection to others:
 - a. Those who have had close contact will be asked to self-isolate at home for 14 days from the last time they had contact with the confirmed case and follow the advice they will be actively followed up by the designated public health services
 - b. If they develop new symptoms or their existing symptoms worsen within their 14-day observation period they should call the designated public health services for reassessment
 - c. If they become unwell with cough, fever or shortness of breath they will be tested for COVID-19
 - d. If they are unwell at any time within their 14-day observation period and they test positive for COVID-19 they will become a confirmed case and will be treated for the infection
 - e. Staff who have not had close contact with the original confirmed case do not need to take any precautions other than monitoring their health for flu-like symptoms and can continue to attend work.
3. A confirmed case of COVID-19 in the workplace will cause anxiety among co-workers and some may become stressed. Clear communication is important, directing workers to reliable sources of information about COVID-19. Managers should be supportive and understanding and as far as possible flexible on working arrangements.