

Use this text as a guideline to completing the attached checklist. The checklist is to be used at the pre-construction meeting to review the contractor's safety program, and to identify what Thunder Bay Hydro requires of its contractors and sub-contractors. Where the item requires a submission by the contractor, the item will not be checked in the affirmative until the submission is received or has already been provided in the pre-qualification package. If the item does not apply, the box will be marked with n/a.

The following information will assist you in establishing what to review in each section:

1. Notice of Project Filed with Ministry of Labour (MOL):

- Requirements for filing a Notice of Project are listed in the Regulation 213/91: Construction Projects, Section 6. For example: Any project with a total cost for labour and material of more than \$50,000 requires that a Notice be filed with the MOL.

2. Review TBH Health & Safety Procedures for Contractors:

- Review and sign the *Undertaking to Comply* form. Note that there is zero tolerance for safety violations by any contractor working for Thunder Bay Hydro.
- Based on the *Undertaking to Comply* form, review progressive disciplinary action to be taken in event of safety violations (verbal, written, terminated).

3. Contractor Health & Safety Policy:

- Each employer is required by law (in Ontario) to have a safety policy and program to implement that policy. Thunder Bay Hydro will ask for and receive a copy of the policy. The contractor will provide details of the program to support the policy. Note: This information may have been obtained in a pre-qualifying submission.

4. Health & Safety Representative/Joint Worker Safety Committee:

- Each trade is required to advise Thunder Bay Hydro who their safety representative is. That representative has duties as described in the Occupational Health and Safety Act.
- Sites of over 20 workers must establish a safety committee; over 50, an additional worker committee. Workers required to attend committee meetings will do so and not be prevented by employers.

5. Personal Protective Equipment:

- Advise that all workers must wear a CSA Class 'E' hard-hat, and CSA Grade 1 "Green Patch" footwear at all times on the construction site, along with eye, ear and respiratory protection when required. Review the TBH Head Protection Policy, making clear the location of hard hat zones, when workers are in locations away from the construction site. When working near energized apparatus, rule 113 of the EUSA rule book applies.

6. Equipment Certification:

- Scaffolds - Review scaffold building requirements:
 - Use all braces
 - Access ladder for platform over 10'
 - Full width platform if height over 10'
 - Full guardrails and toeboards
 - Tied in 3 times base dimension or use of outriggers
 - Engineered over 50' in height (standard frame type)
- Elevating Work Platforms:
 - All boom and scissor lifts required to be CSA approved and have approval on machine
 - Operators manual required on machine at all times
 - Maintenance record on machine at all times
 - Operator must receive training in operation of equipment
 - Fall protection required must be used at all times on a boom lift
 - Fall protection required to be used on scissor lift when unit is being moved
- Other Equipment
 - The inspection, testing and selection of live line tools, protective equipment and aerial devices must be in accordance with EUSA rule 134.

7. Contractor Staff Training:

- Employee Orientation:
 - Every person working for the contractor, including sub-contractors, will be given an orientation to familiarize them with the site safety program. Unless otherwise specified, each contractor is responsible for the orientation of their workers (and sub).
- WHMIS Training Verification:
 - Receive verification that all contractor workers are trained and that the contractor submits Material Safety Data Sheets (MSDS) for any controlled products.
- Confined Space Entry Training Verification:
 - Receive verification that all contractor workers are trained for any confined space work that may be required on the project.
- TDG Training Verification:
 - Receive verification that all contractor workers have and maintain valid TDG training where required for the project.
- Traffic Protection Planning & Traffic Control Person (TCP) Training Verification:
 - Receive verification that all contractor workers are trained and have received written instruction for traffic control, where required for the project.
- Fall Protection Training
 - All employees working at heights or as required by the Construction or Industrial Regulations are required to provide proof of fall protection training.

8. Access Restrictions and Contractor Signage:

- The construction site must be posted, and access restricted to *authorized contractor and TBH* employees only.
- Contract workers on site must sign in and out each day. The contractor is to maintain a log book at the project entry location for this purpose.
- Signs indicating that PPE (hard hats and safety boots) must be worn at all times on site must be posted.

9. Visitors

- Advise contractor that any visitors to the site must log in and out. They must be suitably protected from hazards, and wear hard hat and proper safety footwear while on site.

10. Work Site Plan and Schedule Submitted:

- The contractor is to submit (where possible in writing) a work site plan, and schedule of completion. Review this with the contractor at this meeting.

11. Evacuation Plan:

- Review the Building Evacuation Plan, and location of fire extinguishers / stand-pipes and hoses, and available fire exits.
- Off site emergency and evacuation plans shall be presented and approved.

12. Fire Protection/Extinguishers

- All trades involved in performing hot work of any kind are required to provide fire protection at the work location.

13. Generation of Dusts / Mists / Smoke / Fumes:

- The contractor must take every precaution to prevent dusts, mists, smoke, or fumes of any kind from escaping the construction site and affecting any portion of adjacent enclosed or occupied space.

14. Accident Investigation and Reporting:

- Any injury to a contractor's worker must be investigated, documented, and reported immediately to Thunder Bay Hydro.
- Review the contractor's procedure for dealing with a critical injury or fatality (including MOL notification).

15. First Aid:

- Kits on Site - Each contractor is required to have a fully stocked first aid kit on site.
- First Aiders on Staff - Each contractor is required to have a trained first aider on site, who must have and maintain a valid certificate of training. The contractor must provide Thunder Bay Hydro with the names of staff who will be on site holding a current first aid certificate.

16. Spill Control and Clean-Up:

- Does the contractor have a contingency plan for any spills of hazardous materials on the project? Review it. Ask for supporting documentation.

17. Fall Protection:

- **Fall restraint or fall arrest protection is required where a worker may fall:**
 - more than 3 metres
 - into operating machinery
 - into water or other liquids
 - into or onto hazardous substances or objects.

- **Barricades and Guardrails:**

Advise contractors that where temporary removal of guardrails is necessary, the area around the site must be cordoned off with a barrier and that workers within the barrier are required to wear and use fall restraint or fall arrest devices. Guardrails must be replaced as soon as possible or whenever the area is left unattended.

18. Electrical Safety:

- Review use of GFCIs.
- Review lock-out / tag-out procedures.
- Review any electrical hazards on site, and reinforce clearance limits from any energized apparatus.
- If the contract requires work in proximity to live apparatus, see Appendix A for detailed instructions.

19. Housekeeping:

- Advise of daily (or as needed) clean-up requirements, and the need to maintain a safe workplace.
- How will the contractor dispose of waste materials? How often?

20. Material Handling and Storage:

- Advise contractor about storage areas and handling of material so as not to endanger their workers or any TBH workers. Stacked material to be banded, chained, blocked or otherwise secured

Safety Talks / Meetings:

- Each contractor is required to conduct daily tailboard talks and weekly safety meetings with their forces and advise Thunder Bay Hydro that meetings have been held.

22. Contractor Evaluation Form

- Advise the contractor that Thunder Bay Hydro staff will be monitoring the contractor periodically to assess safety practices.
- Advise contractor that Thunder Bay Hydro will complete a written performance evaluation at the end of the project. It will be retained for reference on any future project tenders.
- A copy of the completed form must be forwarded to Purchasing after the project is completed.

23. Other Issues:

- Review and document any other issues that may arise.

APPENDIX A**Work within Proximity to Live Apparatus**

If the contract requires that work take place within the limits of approach (as defined in the EUSA Rule Book, rule 129) then the following applies:

When a contractor requires to work in proximity of live apparatus it is a requirement that a Thunder Bay Hydro radio be installed (channel 2) into their vehicle (not a portable) and they need to sign a Contractor Holdoff document which will be cosigned by a Superintendent. This will acknowledge they are familiar with the holdoff request and surrender procedure as well as the May Day procedure. The contractor will be provided with Holdoff/May Day forms by TBH. Contractors may be allowed to sign out a portable radio (in addition to the installed radio) if availability allows and management permits. Portables may need to be charged nightly depending on usage and therefore are not meant to be the only means of communication. Cell phones are also not considered a reliable source of communication. The truck must also be equipped with an external loud speaker so the crew can be requested to suspend there holdoff at a moments notice as well. (Instant communication is a requirement of both System Control and the Contractor).

When a contractor requires permission to work on live apparatus energized at over 750v then that person must (in addition to above):

- Be an authorized Journeyman Lineman as recognized in the province of Ontario and provide proof of this certification prior to the commencement of work.
- Must show proof of a current (in the last three years) of certification for the Utility Work Protection Code course.
- Provide thier own Work Protection tags and forms necessary to carry out switching procedures.
- Understand that System Control is the Controlling Authority and no live switching will take place without permission from Thunder Bay Hydro System Control.
- Communicate any changes to the system A.S.A.P and at a minimum, before the end of the day.
- Switching requiring customer interruptions must be communicated immediately before and after switching and it must include number of customers involved since Thunder Bay Hydro is required to document this information for the Ontario Energy Board.
- Any work that requires isolation which will be carried out by Thunder Bay Hydro staff must be requested in advance to avoid overtime charges where possible and an overall inflated project cost.