



## ➤ Contractor Site Specific Safety Plan Checklist

### Purpose and Procedure

This plan is intended to be used as a supporting document of the Contractor Code of Practice (CCOP).

This checklist can be used:

1. By Project Managers/Contract Authorities designated as Prime Contractor of a Project to ensure they meet the requirements of a Contractor Site Specific Safety Plan. OR
2. By evaluator(s) of the Contractor's Site Specific Safety Plan as the checklist provides guidelines on the minimum requirements.

A Prime Contractor's responsibilities shall be written and made available to all employed or self-employed workers at the work site. This is accomplished using a Contractor Site Specific Safety Plan.

Prime Contractor duties are prescribed under Saskatchewan Occupational Health and Safety Legislation and Saskatchewan Employment Act.





## Guidelines for Contractor Site Specific Safety Plans

Project Name/Location:		
<p>Checking Yes indicates the item is addressed.            Checking N/A indicates that the item is not applicable to the scope of work at the time this document was prepared based on available information.</p>	Yes	N/A
<b>The Prime Contractor duties include but are not limited to:</b>		
Identifying and informing all employers and self-employed person at the worksite which hazards the Prime Contractor is responsible for	<input type="checkbox"/>	<input type="checkbox"/>
Ensuring that the employers or self-employed persons at the worksite eliminate hazards identified by the Prime Contractor before activities or operations begin and after they commence	<input type="checkbox"/>	<input type="checkbox"/>
Ensuring that the employers or self-employed persons at a worksite reduce or control hazards that cannot reasonably be eliminated	<input type="checkbox"/>	<input type="checkbox"/>
Ensuring that the contact information of the Prime Contractor is posted in a conspicuous location at the worksite	<input type="checkbox"/>	<input type="checkbox"/>
Ensuring that all activities at the worksite that may affect health and safety are coordinated	<input type="checkbox"/>	<input type="checkbox"/>
Ensuring that that all employers and self-employed persons have adequate and appropriate occupational health and safety policies and procedures, safe work practices and equipment, and competent and informed workers	<input type="checkbox"/>	<input type="checkbox"/>
<b>The Project Specific Safety Plan includes but is not limited to:</b>		
Project general information – scope of project, contacts	<input type="checkbox"/>	<input type="checkbox"/>
Site emergency response plan – written plan for emergencies, maps, muster points, emergency equipment, SDS	<input type="checkbox"/>	<input type="checkbox"/>
Hazard Identification and risk assessment procedures and processes	<input type="checkbox"/>	<input type="checkbox"/>
Certifications and Licences – all contract employees are properly trained and qualified to perform the tasks assigned	<input type="checkbox"/>	<input type="checkbox"/>
Policy, procedures and process for managing subcontractors	<input type="checkbox"/>	<input type="checkbox"/>
Incident reporting protocol and what subcontractor requirements are	<input type="checkbox"/>	<input type="checkbox"/>
Site Orientation – document that all site personnel have been introduced and instructed on the hazards and control measures in conjunction with this PSSP	<input type="checkbox"/>	<input type="checkbox"/>
Change order log – any changes made to PSSP reason, description, section and prime contractor representative who accepted the change and communication to site personnel of changes.	<input type="checkbox"/>	<input type="checkbox"/>