



Government of
Northwest Territories

Occupational Health & Safety

Project Management

November 2017



**The following presentation might
contain a bit of legal jargon.**

Viewer discretion is advised.

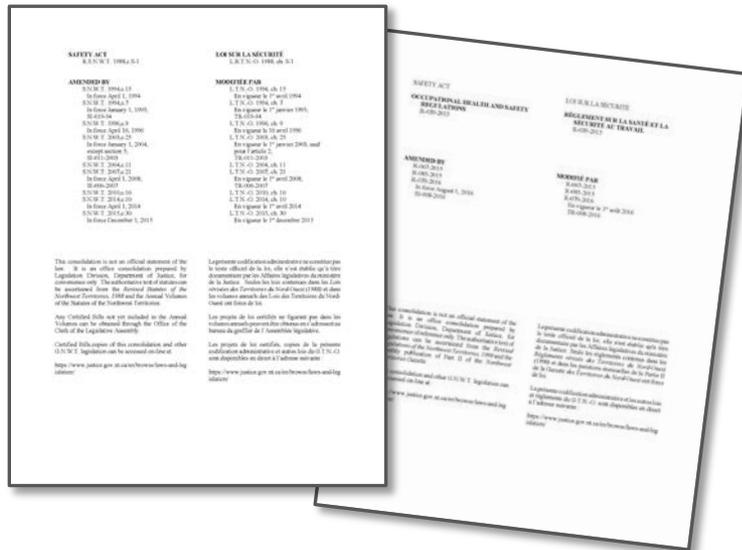
...I'm not a lawyer



Occupational Health & Safety in Relation to New Construction Projects

- *Safety Act* and OHS Regulations
- Safety culture
- Principal contractor and OHS
- GNWT as the principal contractor
- Resources and support





- In force since 2015
- Based on the Internal Responsibility System (IRS)

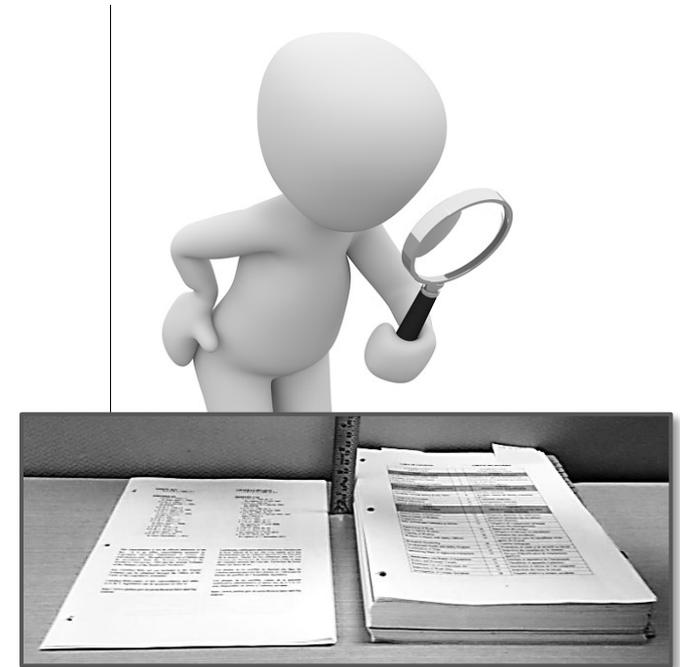
“Everyone in the workplace – employers, supervisors, and employees – are responsible for safety in the workplace: their own and their co-workers.”





Commitment to Safety

- Creating a positive culture for safety helps workers to understand and follow good safety habits
- Thinking safety and acting accordingly has been effective for many years



Safety Act
(21 pages)

OHS Regulations
(457 pages)



- *Safety Act* requires one employer to hold overall responsibility for worksite occupational health and safety
- GNWT contract terms entrust OHS to the principal contractors, for the purposes of workplace safety legislation and regulations



Safety Act; Section 2: Coordination of Employees





Principal Contractor Designation



“The Contractor is designated as the Principal Contractor for the purposes of the Safety Act, the General Safety Regulations, and the Occupational Health and Safety Regulations”



Principal Contractor Responsibilities

“As Principal Contractor, the Contractor must

- Ensure the activities of employees, workers and other persons at the site of the Work relating to occupational health, occupational safety, and accident prevention are coordinated;*
- Ensure that all necessary notifications are given as and when appropriate; and*
- Do everything it is reasonably practicable to establish and maintain a system that will ensure compliance with the above referenced enactments and all other applicable workplace safety legislation and regulations that are or become applicable during the performance of the Work.”*





High Performing Contractor

“...systematically pursue, achieve, and maintain increasingly higher levels of company and individual competence.”





Principal Contractor



By HikingArtist.com





**YOU SHALL
NOT PASS!**

- Designating a principal contractor does NOT discharge the GNWT of responsibility
- Plan for workplace safety through contract administration, management, and monitoring



Contract Administration



- Include a requirement for a Project-specific Safety Plan in the instruction to bidders
 - In addition to the company safety plan
- Project Safety Plan must include clear, specific health and safety requirements
- Alleviates any future challenges
- Establishes the framework for the contractor to deliver services according to safety standards



Project Safety Planning

Plan for safety right from the start

- Confirms that projects are planned and conducted as safely as possible
- A Project Safety Plan considers and addresses hazards for all major steps within a project and is reviewed with all involved workers
- Identify precautions the contractor will take to control those hazards





- Not a vague, generic document downloaded from the Internet
- Instead, a detailed, site-specific, project-specific written plan that describes the management processes that will be used to prevent accidents from occurring on a specific construction project



One individual should be formally identified as having these duties and is aware of their responsibilities

- Discuss contract specific safety requirements at pre-construction meetings
- Confirms a Project Safety Plan is a complete living document
- Conducts progress review meetings with the contractor
 - review safety observations and incidents of the contractor and subcontractors
 - keep records of the meeting minutes
 - identify corrective action taken and noting who is responsible
 - Identify opportunities for continuous improvement



Pre-construction Meeting

- Identify known hazards
- Hazard Inventory & Control
- Site-specific safety plan
- Confirm assignment of safety responsibilities
- Employee Safety Orientation
- Inspections
- Accident/Incident Investigation/Reporting
- Documentation (including):
 - Safety Orientation
 - Daily Tool Box Talks
- Weekly Safety Meetings
- Hazardous Materials
- Emergency Preparedness
- OHS representatives



OHS activities to be undertaken while work is underway:

- Tool box talks
- Safety meetings
- Employee safety orientation
- Incident response and reporting
- Emergency information/ management
- Site management
- WSCC communications and reporting
- Opportunities for improvement
- Document, document, document



- Delivered to all employees
- Formal training (more than a “toolbox talk”)
- Aim is for all employees to know and understand the
 - safety hazards
 - the safety system
 - their safety responsibilities





- A short regular discussion explaining what is being done and what safety measures will be used to perform that work; also called ‘toolbox meetings’
- A well-informed workforce are the “eyes and ears” of a safety system
- Opportunity for workers to make suggestions for improvement
- Document the discussion



Project Manager is responsible for

- Mandatory project monitoring
- For all contracted work, managers must regularly monitor contractors to confirm they are operating within the GNWTs safety standards
- Work site inspections
- Effective monitoring identifies and corrects unsafe practices, looks for improvement opportunities, and is the project managers main responsibility





Regular site visits:

- Take notes
- Inspect - Look for:
 - Site management
 - Unsafe conditions
 - First Aid
 - WHMIS information
 - PPE
- Ask about:
 - Accidents/incidents
 - WSCC visits or communications
 - OHS Representative
 - Proactive reporting



Project Manager:

- Completes and submits Contractor Post-Work Evaluation forms for review, and retains copies in the project file
- Conducts Contractor Post-Work Evaluation meetings with contractors to review their safety performance during projects, including safety observations and workplace incidents
- Record all meetings
- Retain the records for at least 2 years



- Projects where contractors are working in active GNWT worksites (office buildings)
- GNWT retains principal contractor responsibilities
- Department that holds the contract is responsible for contract safety management
 - Including delivering and documenting safety orientation
- Advise department employees of any hazards relating to the project



GNWT employees: <https://my.hr.gov.nt.ca/health-safety>

WSCC

<http://www.wsc.nt.ca/health-safety/ohs-information/reporting-requirements/forms>

<http://www.wsc.nt.ca/health-safety/ohs-information/safety-program-toolbox>



<http://www.ccohs.ca/>

Safety Act and OHS Regulations:

<https://www.justice.gov.nt.ca/en/legislation/#gn-filebrowse-0:/s/>



Google



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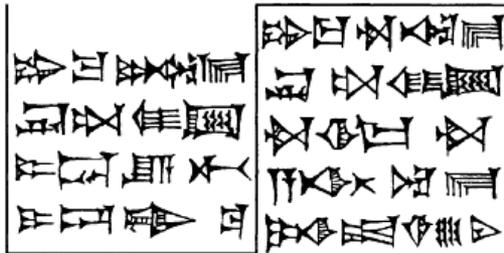


Safety: The control of recognized hazards to attain an acceptable level of risk

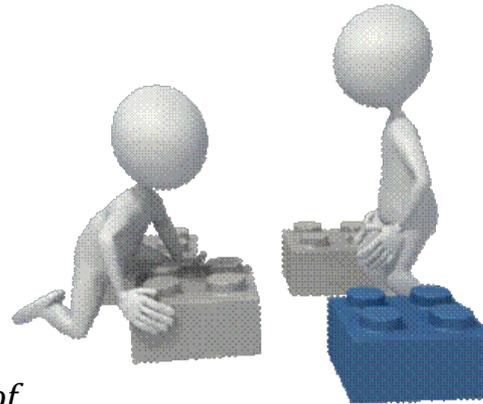
The safety culture of an organization is the product of individual and group values, attitudes, perceptions, competencies, and patterns of behavior that determine the commitment to, the style, and proficiency of an organization's health and safety management



Code of Hammurabi – world’s earliest written codes of law established responsibility in the ancient Babylonian construction industry



one of the oldest deciphered writings of significant length in the world



229 “If a builder builds a house for a man and does not make its construction firm, and the house which he has built collapses and causes the death of the owner of the house, that builder shall be slain.”

King Hammurabi of Babylon
1810 B.C.





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