**INSTRUCTIONS:**

1. *This template will assist in developing a SSSP. A SSSP documents how hazards will be controlled and how overall safety will be managed at a work site or for a project.*

*2. A SSSP is required prior to commencement of any on-site job related activities. Insert information where noted and add appropriate items relevant to the project scope of the work. The italicized text in each section is provided for reference and can be deleted as the SSSP is completed. Indicate “not applicable” for any section which don’t apply.*

*3. Each SSSP must be tailored specifically to the work being conducted. The level of detail within each SSSP must commensurate with the size, complexity and risk level of the work activity.*

*4. The following includes suggested components to be included in the SSSP. Note that this list is not exhaustive and must be developed based upon the project scope of work. The UofL reserves the right to request additional information.*

*5. For assistance in the completion of this plan, contact* safety.services@uleth.ca .

**PROJECT NAME:**

(Insert Name)

**DATE:**

(Insert Date)

**SCOPE OF WORK:**

*Describe the work to be completed. It should include all aspects of the agreement/contract, including schedule and project milestones.*

**KEY CONTACTS:**

|  |  |  |
| --- | --- | --- |
| Project Inquiries (Name): | Phone: | Email: |
| Purchase Orders/Invoice Inquiries (Name): | Phone: | Email: |

**EMERGENCY CONTACT INFORMATION, PREPAREDNESS & RESPONSE:**

*List contractor/service provider emergency contacts and their 24/7 phone numbers. A designated on-site safety representative may be included. Identify student/ faculty/staff/public protection measures.*

* **Project Directory:** Project Emergency Contact information is attached.
* **In case of Emergency, call 911. Then call Security (403) 329-2345.** Prime Contractor(s) (PC) are responsible for provision of first aid services. (Note: UofL Security Representatives are trained in First Aid; however, are not responsible for PC first aid services).
* The nearest First Aid it is located at:
* The nearest emergency eyewash station/shower station is located:
* The nearest AED is located at:
* **Emergency Evacuation Plan:**

In the event of a site emergency or evacuation, gather at the assembly point:

* U of L Assembly point map. (attached)
* Emergency Evacuation Map (attached).
* **Fire Alarms**

**Pre Tone** is a consistent tone indicating a verbal message will be forthcoming via the Fire Alarm Speaker System. Please listen to message and act accordingly.

The fire alarms at the U of L are a two stage alarm:

* **Stage 1** alarm is a slow repeated bell (slow march) or tone sound. This is the cue to “prepare to evacuate”.
* **Stage 2** alarm is a three repeated bell or tone sound, pause three bell sound (temporal). This alarm requires the evacuation of the building continue to evacuate the building even if the sound is silenced.
* **Do not** use elevators during evacuation. **Do not** re-enter any building until instructed by Security Services Representatives or the Lethbridge Fire Department.
* **Project Fire Safety Plan (approved by AHJ)**

*Fire Safety Plan needs to be completed, documented and copy retained by the Project Manager. Enter details below or attach separate page.*

**SITE LOGISTICS**

*Below is a guideline of issues that need to be documented. Please include other issues if relevant. Enter details below or attach separate page*.

* **Site Security Plan:**
* **Traffic Plans:**
* **Equipment & lay-down areas:**
* **Keys:** (If required, issue keys to the contractor/external service provider for work area)
* **Parking:** (No parking in fire lanes, loading docks, Service Stalls or no parking zones). Provide information on obtaining a parking permit, if required.

**SAFETY STANDARDS**

The standards listed below are guidelines that the University of Lethbridge has set forth as a minimum requirement for this project.

**Site Specific Safety Plan -** A Site Specific Safety Plan (SSSP) is required prior to commencement of any on-site job related activities. Each SSSP must be tailored specifically to the work being conducted. The level of detail within each SSSP must commensurate with the size, complexity and risk level of the work activity.

**Site Specific Orientation** – required for all workers prior to beginning work on the project. The Orientation, SSSP and hazard assessment will be reviewed at the start-up meeting.

**PPE** – All person onsite must wear CSA approved steel-toed boots and long pants. Other PPE such as high visibility safety vests, gloves, hearing protection, respirators, face shields, and eye protection shall be used as needed for the specific tasks performed.

**Safety Meetings/Toolbox Meetings** – The University Contact will hold a safety meeting prior to commencement of the project. All contracted workers and employees are required to attend. Daily/weekly toolbox meeting will be held as required to discuss scheduling and issues arising during the project. Topics will be documented and retained on file.

**Formal Hazard Assessment** -A U of L Hazard Assessment of all existing and new hazards including appropriate controls has been completed and reviewed with the contractor/service provider (attached).

In addition, the contractor/service provider will complete their own hazard assessment(s).

**FLHA’s** – Field Level Hazard Assessments are required to be completed by all affected workers and contractors before work starts at a site where conditions change or when non-routine work is added. Copies of these reports are to be submitted to the University Contact on a weekly basis, unless otherwise noted.

**Inspections** – Ongoing inspections will be conducted by the University Contact. Any deficiencies noted will be corrected immediately and communicated with all workers and employees on the project as required.

**Hazard/Near Miss/Incident Reporting** – Hazards, Incidents and Near Misses must be reported as soon as possible to the University Contact. If an accident/incident/near miss occurs, a Campus Incident Report must be filed by the University Contact. ***Please report on-line using the reporting system at***[***https://www.uleth.ca/campus-safety/***](https://www.uleth.ca/campus-safety/)

The contractor/service provider must also supply a copy of their completed Incident Investigation Report to the University Contact.

**Housekeeping** – All personnel onsite are responsible for the maintenance of the worksite at all times. Walkways, stairs and exits must be kept free of debris at all times. Materials must be kept to not impose a tripping or fire hazard.

**PANDEMIC PLANNING – COVID-19**

**Mandatory External Service Provider Health Check Questionnaire**- Upon arrival to Campus, the contractor/service provider must complete a questionnaire for each worker accessing Campus. The University Contact will meet the contractor/service provider outside the building to collect and review the questionnaire. The contractor/service provider will be denied access to the building if they refuse to complete the questionnaire or if “yes” has been answered to any of the questions on the questionnaire.

* If you are feeling sick, notify your supervisor and STAY HOME.
* If you are feeling sick, self-isolate - Be familiar with symptoms of COVID-19.

**Working on Campus Registry** - This online form will be completed by the University Contact overseeing this work who already has access to Campus. The contractor/service provider(s) name(s), date(s), time(s) and reason for attendance on Campus is to be provided.

**Hand Hygiene Practices** - Hands must be washed upon entering the building with soap and water for a minimum of 20 seconds and then they must wash their hands frequently during the duration of their work. Avoid touching your face. If handwashing is not possible, hand sanitizer is to be used (hand sanitizer does not replace handwashing). Contractor will be shown where the washroom is located upon entry into the building.

**Maintain Physical Distancing** - Physical distancing of 2 meters or 6 feet must be maintained from others at all times.  If this is not possible, the contractor/service provider must provide information to the Fire/Safety Officer on what controls will be put in place if working within 2 meters or 6 feet of anyone.

**Practice Respiratory Etiquette** – Cough/sneeze into your elbow or use a tissue…and then wash your hands.

**Minimize sharing of items, tools and equipment as much as possible** – clean items between usage by different workers (e.g. pens, phones, tools, and equipment).

**NOTIFICATION REQUIREMENTS**

*Review exam and campus events schedules to ensure that work will not be disruptive. Prepare and post site signage Inform stakeholders. Post public notice on UofL Notice Board. Enter any relevant details below or attach.*

**COMMUNICATION**

*Provide a detailed communication plan, enter below or attach separate page.*

The methods used to communicate safety information to workers are (check all that apply):

[ ]  Start-up or Pre-job Planning Meetings [ ]  Tool Box Meetings [ ]  Site Visits [ ] Other

**SPECIFIC PROCEDURES, CODES OF PRACTICE (COP), PERMITS (check all that apply):**

|  |  |  |
| --- | --- | --- |
|  [ ] Confined Space COP [ ] Ground Disturbance COP [ ] Asbestos/Mould Abatement COP [ ] Respiratory COP [ ] Lab Clearance to Work [ ] WHMIS Training |  [ ] MSDS/SDS Attached [ ] Fall Protection Plan [ ] Red Tag Permit [ ] Fire Sensor Protection [ ] Hot Work Permit[ ]  Working During A Pandemic |  [ ] Working Alone Procedure [ ] Tunnel Procedure [ ] Cranes & Rigging Procedure [ ] Lock-out/Tag Out Procedure [ ] Roof Access Procedure [ ] Other:  |

**PROJECT HOUSEKEEPING/CLEAN-UP PLAN:**

*(Detail how the work site will be kept clean and free of potential hazards (e.g. lay down areas, housekeeping)*

**RIGHT OF REFUSAL DUE TO IMMINENT DANGER**

*[Review with contractors]*

Under the Occupational Health and Safety Act, Regulation and Code of Alberta, all workers have the right to refuse and the responsibility to refuse any work due to imminent danger. If a worker feels they have been given a task that is unsafe to perform or conditions are such they present an unsafe situation, then the worker should inform their Supervisor that they are exercising the right of refusal and clearly state the reason or refusal. The Supervisor then has the responsibility to make the task safe. If the task still does not appear safe, the site Safety Designate should be immediately contacted to perform a formal hazard assessment and correct

**SITE SPECIFIC SAFETY PLAN ACKNOWLEDGEMENT**

*I acknowledge that the Site Specific Safety Plan has been reviewed with me. I understand and accept the responsibilities required of me in accordance with the Alberta Occupational Health and Safety Act, Regulation and Code and the University of Lethbridge.*

|  |
| --- |
| **Worker/Contractor Acknowledgement** |
| **Print Name** | **Signature** |
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| --- |
| **Supervisor/Project Manager/University Contact Acknowledgment** |
| **Print Name** | **Signature** |
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