



FORCE frequently engages contractors (referred to as the “Constructor”), and other supporting contractors and subcontractors, as part of its ongoing operations.

FORCE acknowledges that under the *Nova Scotia Occupational Health and Safety Act* (OHS Act), the Constructor has responsibility to take every precaution that is reasonable in the circumstances to ensure:

- a) the health and safety of persons at or near a project;
- b) that the activities of the employers and self-employed persons at the project are coordinated;
- c) the full communication, between the employers and self-employed persons at the project, of all information necessary to the health and safety of persons at the project,
- d) the facilitation of communication with any committee or representative required for the project pursuant to the OHS Act or the regulations;
- e) that the measures and procedures prescribed under the OHS Act and the regulations are carried out on the project;
- f) that every employee, self-employed person and employer performing work in respect of the project complies with the OHS Act and the regulations.

FORCE also has a responsibility to take every precaution that is reasonable in the circumstances to provide and maintain its premises:

- a) in a manner that ensures the health and safety of persons at or near the workplace
- b) in compliance with the Act and the regulations, and
- c) to give to the employer at the workplace the information that is;
 - (i) known to the owner or that the owner could reasonably be expected to know, and
 - (ii) necessary to identify and eliminate or control hazards to the health or safety of persons at the workplace.

FORCE provides this document as over-arching guidance for the Constructor (and/or contractor) when the Constructor (and/or contractor) creates and implements the policies, procedures, or practices required to manage the work in a healthy, safe, and environmentally responsible manner.

This document is divided into two sections: HSE Administrative Considerations; and HSE Operational Considerations.

1.0 HSE Administrative Considerations

1.1 Policy

The Constructor shall have in place, or create for the project, suitable Health, Safety and Environmental policies to inform all parties of their responsibilities to comply with the Nova Scotia health, safety and environmental related statutes and regulations.



The Constructor policies, procedures and/or practices should clearly inform the supporting contractors and subcontractors of the Constructor's requirements to establish, implement, and maintain the work in a healthy, safe and environmentally-responsible manner.

1.2 Legislative / Regulatory Compliance

It is the FORCE expectation that the Constructor shall plan, coordinate, and execute the work to which it has been appointed in accordance and compliance with the relevant Health, Safety and Environmental Acts, Regulations, Standards, and Guidelines applicable to the work. FORCE may conduct an evaluation of the Constructor's adherence with the relevant Health, Safety and Environmental Acts, Regulations, Standards, and Guidelines applicable to the work, if it deems necessary.

1.3 Performance Measurement

It is the FORCE expectation that the Constructor should have in place adequate guidance in terms of establishing expected levels of performance, methods to inspect, audit or assess performance to Constructor requirements, and the tools to regularly measure and report to the Constructor the status of compliance with the expected levels of performance.

1.4 Training, Certification and Competence

It is the FORCE expectation that the Constructor shall ensure that the Constructor's personnel, and the personnel of the supporting contractors and subcontractor for which the Constructor is responsible, are appropriately trained and, where necessary certificated pursuant to the Nova Scotia *Technical Safety Act*, to undertake the work for which they have been hired.

Training and/or certification do not result in competence. In the Nova Scotia *Occupational Safety General Regulations*, 'competent person' means a person who is:

- (i) qualified because of that person's knowledge, training and experience to do the assigned work in a manner that will ensure the health and safety of every person in the workplace, and
- (ii) knowledgeable about the provisions of the OHS Act and regulations that apply to the assigned work, and about potential or actual danger to health or safety associated with the assigned work

The Constructor is to ensure that all personnel conducting the work, and in particular critical work which may result in injury to a person or damage to the environment, are properly certificated and deemed competent to conduct that work.



The training expectation includes an appropriate Workplace or Project Orientation (or Familiarization) program/session for all personnel prior conducting the work. FORCE may request proof of training.

1.5 Health, Safety and Environmental Communications

It is the FORCE expectation that the Constructor is to ensure, for the FORCE workplaces for which the Constructor is responsible, that an effective HSE communications process is established and maintained, such that important information regarding health, safety and environmental hazards and their work place controls flows among the Constructor, contractors, subcontractors, owner, and any other person who may be affected by the work. This communication process must flow both ways: to transmit and to receive important information.

The HSE communications expectation includes an appropriate Pre-Job Safety Meeting in which the Job Hazard Assessment (see Section 2.1, below) is discussed among the personnel conducting that task, and any other HSE issues that may arise during the meeting.

1.6 Workplace Health and Safety Representation

Where required by the OHS Act, or by an order or direction from a Labour Officer or an Environmental Officer, the Constructor will ensure that a Joint Occupational Health and Safety Committee or a Workplace Health and Safety Representative is elected or appointed in accordance with the applicable regulatory provision.

1.7 Handling of Incident / Accident Information

It is the FORCE expectation that the Constructor will ensure that an effective Incident/Accident investigation and management process is in place during the work, such that:

- all personnel are familiar with the Constructor's requirements for incident reporting (see Section 2.2, below)
- the Constructor reviews the incident information and takes appropriate action to remediate any injury or damage, and takes the appropriate steps to eliminate the reoccurrence of the incident / accident, or at least to mitigate the harm or damage from such an incident in the future

The Constructor will report all incidents and accidents to the FORCE designated representative as soon as practicable, including a summary of the actions taken to mitigate the harm and prevent reoccurrence of the event.



1.8 Work Refusal Process

In accordance with the requirements of the OHS Act, it is the FORCE expectation that the Constructor, and any supporting contractors or subcontractors for which it is responsible, have in place a documented process to receive and manage Work Refusals based upon health or safety grounds, and that this process is explained and is clearly understood by all personnel working on the project.

Further, it is the FORCE expectation that any case of a health or safety work refusal is reported to the FORCE designated representative as soon as practicable, prior to finalizing the situation.

2.0 HSE Operational Considerations

2.1 Job (or Task) Hazard Assessment

The Constructor shall conduct its work so as to be in compliance with the regulatory requirements for hazard identification, assessment, communication, and control system, as embodied within the OHS Act and pursuant regulations, that includes:

- (i) evaluation of the workplace to identify potential hazards,
- (ii) procedures and schedules for regular inspections (see Section 2.3, below),
- (iii) procedures for ensuring the reporting of hazards and the accountability of persons responsible for the correction of hazards, and
- (iv) identification of the circumstances where hazards must be reported by the employer to the committee or representative, if any, and the procedures for doing so

It is the FORCE expectation that the Constructor shall ensure that its personnel, and those of the supporting contractors and subcontractors for which it is responsible, conform to the requirements of the Constructor's Job (or Task) Hazard Assessment procedure or process, particularly in respect of conducting and communicating the results of Pre-Job or Pre-Task Hazard Assessments.

Constructor should ensure that where a Hazard Assessment has established and documented certain hazard controls for the performance of the work, that such controls are implemented. It is the FORCE expectation that workplace deviations from those controls will be documented for Constructor and FORCE post-project review.

2.2 Incident / Accident Reporting

It is the FORCE expectation that the Constructor will establish, implement and maintain an incident/accident notification, reporting, investigation, and management system that is regulatory-compliant and fit-for-purpose for the work the constructor is undertaking.



Personnel are to understand the definitions that the Constructor has established as an incident / accident, how and to whom to report the event, including the applicable regulatory authorities (OHS, WCB, Environment), and the Constructor's requirements for incident documentation.

2.3 Work Place Inspection

It is the FORCE expectation that the Constructor, and the supporting contractors and subcontractors for which it is responsible, establish, implement, and maintain a Work Place Inspection System pursuant to the regulatory requirements of the OHS Act that encompasses the facilities, equipment, and critical equipment maintenance associated with the work.

The Constructor Inspection System should include a process to establish and implement an inspection schedule, appropriate documentation to record the inspection findings, and a process to report the findings and to take action to correct identified deficiencies.

2.4 Safe Work Procedures and/or Practices

It is the FORCE expectation that the Constructor, and the supporting contractors and subcontractors for which it is responsible, establish, implement, and maintain applicable, appropriate, and adequate safe work procedures or practices for at least identified critical tasks, including any task where there exists a risk of a serious consequence in terms of health or safety of an individual, damage to the environment, or damage to critical equipment.

The safe work procedures or practices should be documented and made available to the work force to ensure continuity of information as they are used by different personnel, possibly in different situations.

2.5 Emergency Preparedness and Response

It is the FORCE expectation that the Constructor will establish, implement and maintain an effective plan for emergency preparedness, as well as appropriate and achievable actions to respond to a health, safety or environmental emergency. This should include the definition of, and pre-positioning of, appropriate spill clean-up materials at suitable locations.

The plan should be documented and all personnel made familiar with its contents, including reporting requirements, during the orientation or familiarization sessions (see Section 1.4, above).

2.6 Spill or Emission Reporting and Clean Up

It is the FORCE expectation that the Constructor will establish, implement, and maintain an effective plan for identifying and cleaning-up any spill in terrestrial or marine environments, or



emission to the air, and to include the regulatory reporting of any event that exceeds legislated limits.

Further, it is the FORCE expectation that the Constructor take immediate and effective steps to stop the source of the spill or emission, isolate the spill where possible, clean up the spill and dispose of the clean-up materials and spills residuals in an environmentally-responsible and regulatory-compliant manner.

Any spill or emission and details regarding its clean-up and reporting to regulatory officials are to be reported to the FORCE designated representative as soon as practicable through the incident/accident reporting system (see Sections 1.7 and 2.2 above).

2.7 Work Place Rules

It is the FORCE expectation that the Constructor will establish for all personnel on the project, a set of appropriate and enforceable work place rules to identify and communicate Constructor requirements with respect to work place behaviours and the actions that may be taken should those work place rules be broken by any party.

Further, it is the FORCE expectation that the Constructor work place rules will prohibit the presence, consumption, offering to provide, or providing (whether as a gift, loan or sale) of alcohol and drugs. Drugs include illicit and legal substances other than emergency response medicines administered by a competent First Aider/ Medic in response to a medical emergency. Legal substances include prescriptions and over-the-counter patent medicines that can impair a person's ability to safely operate machinery/equipment, road vehicles or water craft.

2.8 Personal Protective Equipment

It is the FORCE expectation that the Constructor will establish the appropriate types of Personal Protective Equipment (PPE) to be used by personnel conducting tasks that require the wearing or use of PPE.

Further it is the FORCE expectation that the Constructor's HSE policies (see Section 1.1, above) and Safe Working Procedures or Practices (see Section 2.7, above) will establish that the proper wearing and use of PPE is mandatory for all personnel for those tasks where PPE has been established by the Constructor as being necessary.

All PPE authorized for use by the Constructor, for its personnel and for the personnel of the supporting contractors and subcontractors for which the Constructor is responsible, shall conform to the standards specified within the OHS Act, the Nova Scotia *Technical Safety Act* and the regulations pursuant to those two pieces of legislation.



2.9 Environmentally Sensitive Areas / Endangered Species

It is the FORCE expectation that at no time will the Constructor plan or conduct its work in a manner that will cause risk to an environmentally-sensitive area, or cause a risk to any endangered species. The Constructor shall conduct its work in adherence with FORCE's Environmental Management Plan (EMP), which is available upon request.