

**UNIVERSITY OF CALGARY** | VP SERVICES | Environment, Health and Safety

**General Requirements for Construction Site Safety Plans**

**EHSMS Element:** Operational Controls

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| **General Requirements for Site Safety Plans** |

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| **1. Purpose and Scope** |

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| **Purpose** | This guideline helps contractors create a Site Safety Plan for construction projects at the University of Calgary. It outlines the key elements that must be included and clarifies the roles and responsibilities of the Prime Contractor and other involved parties.  By following this framework, contractors can ensure their plans meet Occupational Health and Safety (OHS) legislation and the University’s safety standards. The goal is to support safe work practices and maintain a healthy, hazard-aware environment throughout the project. |
| **Scope** | This guideline applies to all **medium- to high-risk construction projects** carried out at the University of Calgary. |

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| **2. Responsibilities** |

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| **Prime Contractors**  **Responsibilities** | Prime Contractors are responsible for ensuring that all work conducted on University of Calgary construction sites complies with the University's Contractor Safety Management requirements. This includes, but is not limited to, the following:   * **Site Safety Plan Development**   Ensure that a Site Safety Plan is completed for each medium- and high-risk construction project. The plan must be clearly defined, documented, and agreed upon before any work begins.   * **Orientation and Access Control** Verify that all personnel have completed the University of Calgary Contractor Safety Orientation before being granted site access. * **Pre-Planning of Activities** Plan all work activities in advance to confirm that necessary processes, permits, and approval systems are in place and followed. * **Site Condition Management** Address any site conditions that may impact safety compliance through timely mitigation strategies and communicate these actions to University representatives. * **Hazard Identification and Control** Identify, assess, and control hazards related to University infrastructure, research environments, and building systems. * **Health and Safety Inspections** Conduct regular health and safety inspections. Ensure findings are documented and made available for University review upon request. * **Incident Reporting** Report all incidents—including near misses and environmental spills—to the University Representative within 24 hours. Submit reports through ISNetworld if applicable. |

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| **3. Site Specific Safety Plan Content Requirements** |

Each medium- and high-risk construction project at the University of Calgary must have a Site Safety Plan that is specific to the scope, location, and risks of the work being performed. The plan serves as a practical tool to guide safe work practices and ensure compliance with regulatory and University requirements.

This section outlines the minimum required contents of the Site Safety Plan.

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| **Project Details** | **Include the following information:**   * **Project Name:** * **Location:** * **Date:** * **Project Manager:** * **Prime Contractor:** * **Emergency Contacts:** |
| **Scope of Work** | Provide a high-level description of the work to be performed. |
| **Project Contact Information** | Include the following contact details:   * **Prime Contractor’s Project Manager and Designated Site Superintendent** * **Contractor’s Designated Safety Personnel** * **Prime Consultant** * **University of Calgary Security Services** *Emergency Contact Number: 403-220-5333* |
| **Emergency Response Plan (ERP)** | The Prime Contractor must develop and communicate an Emergency Response Plan (ERP) to all workers on-site. The ERP must be specific to the project and clearly outline procedures to follow in the event of an emergency. At a minimum, the plan must include:   * **Location of the Emergency Assembly Point** Clearly marked and communicated to all personnel. * **Fire Alarm and Exit Signage** All fire alarms and exits must be clearly identified with signage and reviewed during the site safety orientation. * **Documented Evacuation Plan** A written plan outlining evacuation routes and procedures. * **Location of Emergency Equipment** Identify the locations of first aid kits and fire extinguishers on-site. * **Emergency Notification and Communication Procedures** Include protocols for alarm notification and emergency communicating during emergencies, especially for work in remote or dispersed areas. * **Compliance with Alberta OHS Code** Incorporate any applicable emergency response requirements as outlined in the Alberta Occupational Health and Safety Code. * **Shut off locations**   If work may cause damage to sprinklers or piping that carries fluids, shut off locations should be identified and communicated to workers to enable closures to prevent damage. |
| **Pre-Job Hazard Assessment** | The Prime Contractor must include a Pre-Job Hazard Assessment as part of the Site Safety Plan and submit it to the University Project Manager for review **prior to the start of work**.  This assessment must identify all foreseeable hazards associated with the project, including those unique to the University of Calgary environment. It must also outline appropriate control measures to eliminate or mitigate the risk. |
| **Ongoing Hazard Assessment Process** | The Prime Contractor must outline the processes that will be used to conduct hazard assessments throughout the duration of the project.  The plan should describe how project-specific hazards will be identified as work progresses, and how appropriate control measures will be implemented and maintained. |
| **Site Safety Expectations and Policies** | The Prime Contractor must clearly outline general safety expectations and site-specific policies that apply to all workers, including subcontractors. This section of the Site Safety Plan must include:   * **Personal Protective Equipment (PPE) Requirements** A clear description of PPE expectations for all personnel on-site, including subcontractors. * **Work Area Standards** Expectations for maintaining clean, organized, and hazard-free work areas. This includes regular housekeeping practices to prevent slips, trips, and other safety risks. * **Company Safety Policies** A summary of any additional company-specific safety policies or procedures that will be enforced on-site. * **WHMIS Training and Compliance** The site policy regarding Workplace Hazardous Materials Information System (WHMIS) training. This should include expectations for worker certification, labeling, and access to Safety Data Sheets (SDS). |
| **Traffic and Access Control  Plan** | The Prime Contractor must develop and implement a comprehensive **Traffic and Access Control Plan** tailored to the specific conditions of the work site(s).  This plan must outline site access requirements and detail the methods to be used for the safe movement of equipment, routing of public traffic, and overall protection of both on-site personnel and the public.  The plan must include the following elements:   * **Restricted and Hazardous Areas** Clearly identify areas with limited access, restricted to authorized personnel only. * **Traffic Control Strategy** Outline procedures for managing vehicle and pedestrian traffic in and around the site. This is particularly important in areas with high traffic areas. * **Laydown and Storage Areas** Designate specific areas for the storage of materials and equipment to prevent obstruction and maintain site organization. * **Coordination of Concurrent Work** Include procedures for managing overlapping work by other contractors or service providers operating in the same area to avoid conflicts and ensure safety. * **Site Security and Access Management** The Prime Contractor is responsible for securing the construction site.   Access to the site must be managed exclusively by the Prime Contractor and strictly controlled to allow entry only to authorized personnel. The Site Safety Plan must describe the specific process that will be used to enforce this access control. |
| **Incident Reporting Process** | The Prime Contractor must establish and implement a clear process for reporting all safety-related incidents on-site.   * **Immediate Reporting** All near-misses, safety concerns, and incidents must be reported immediately to the Project Manager. * **Formal Incident Reports** In the event of an incident, a formal Incident Report must be completed and submitted to the University Representative as soon as possible. * **External Reporting Requirements** If an incident requires notification to an external agency (e.g., Alberta Occupational Health and Safety), the University Contractor Representative must be informed immediately. * **University Review** The University reserves the right to review any investigation report before it is submitted to Alberta OHS or any other regulatory body. |
| **Communication Plan** | The Prime Contractor must establish a communication plan to ensure effective communication and engagement with all workers and subcontractors throughout the project.  Communication methods may include, but are not limited to:   * **Toolbox Talks and Safety Meetings** Conduct daily toolbox talks or weekly safety meetings to review ongoing safety performance, address emerging issues, and plan upcoming work activities. * **Signage and Notifications** Post appropriate signage and notifications to inform campus users, building occupants, and other stakeholders of the work being conducted, including any potential impacts or hazards. |
| **Training and Worker Competency** | The Prime Contractor must establish a process to ensure that all workers on-site possess the necessary training, certifications, and qualifications required for the tasks they perform. This process must include the following:   * **University of Calgary CASP Orientation** All workers must complete the University of Calgary Contractor and Safety Management Program (CASP) Orientation. This training is mandatory and delivered through ISNetworld. * **Site-Specific Orientation** The Prime Contractor is responsible for conducting a site-specific orientation for all personnel prior to the start of work. * **Verification of Worker Qualifications** The Site Safety Plan must outline expectations for worker qualifications, including:   + Valid trade certifications   + Up-to-date safety training records   + Required permits or authorizations for specialized tasks (e.g., confined space entry, hot work, equipment operation) |
| **Prime Contractor Safety Inspections.** | The Prime Contractor is responsible for conducting periodic inspections to monitor compliance with this Site-Specific Safety Plan and regulatory requirements. Findings must be documented and shared with the Project Manager and the University’s EHS team upon request. The Site Safety Plan must describe the frequency of these inspections and the procedure to be followed on-site. |
| **Permits & Specific Procedures** | The Prime Contractor must identify and include all that apply to the project, defining how they are handled within the project scope:   * Confined or Restricted Space Entry Permitting * Ground Disturbance Permit (GDP) and excavations * Fall Protection Plans * Laboratory Check-Out / Lab Entry Permit * Asbestos Abatement Clearance via the University Asbestos Management Group (AMG) * Mold and lead based paint abatement * Lockout / Tagout Procedures * Respiratory Protection Program * Fire Protection Measures * Crane use, hoisting and rigging Crane lifts on Campus |
| **Dust control** | The Prime Contractor must include the measures that will be in place to ensure that dust generated by construction activities does not spread beyond the confines of the work area. The dust control plan should:   * Prevent dust from migrating outside the work area. * Protect equipment and furnishings where dust may be generated. * Include plans for hoarding at doorways or open work areas. * Include specific dust control measures that are in the Work Plan if applicable. |
| **Environmental Protection** | The Prime Contractor must include environmental policies or procedures in place at the work site if applicable. Inclusions could be such as:   * Measures for preventing and managing spills. * Reporting procedures for environmental incidents. * Compliance with applicable environmental regulations and University policies * Erosion control and stormwater drainage protection |

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| **4. Hot Work and Dusty Work Permits** |

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| **Requirements** | Hot Work and Dust Work Permits must be requested via ARCHIBUS work request to Life Safety. The form provided by the Project Manager, must be submitted at least five business days in advance. No work should commence until the Hot Work or Dust Work Permit is approved. |

For more information contact:

Environment, Health and Safety

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URL | [www.ucalgary.ca/safety](http://www.ucalgary.ca/safety)

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