

Winnipeg Sewage Treatment Program Integrated Management System



Contractor Safety Health and Environment Orientation Plan

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	B. Willemsen		13/07/25		

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1. INTRODUCTION

The Contractor Safety, Health and Environment Orientation Plan shall be regarded as the minimum standard that all contractors and their employees must be oriented with, prior to working on a WSTP project site.

The purpose of the Contractor Safety, Health and Environment Orientation Plan is to:

- (a) Present an overview of the facilities and its known hazards;
- (b) Identify environmental preservation and compliance requirements; and
- (c) Provide relevant safe work procedures for existing plant works.

The Contractor Safety, Health and Environment Orientation Plan will be reviewed by the WSTP Program Team at least annually to adjust for changing conditions

Contractors have the same obligations to their employees as any other employer in Manitoba. Where safety issues arise concerning contractor employees a safety concern will always be taken to the supervisor of the employees involved.

It is the right of the City of Winnipeg to require the contractor to resolve any safety issue raised to the City's satisfaction before work continues. This decision belongs to the city's Project Manager responsible for the project with support from any safety resource needed.¹

Contractors can review the City of Winnipeg Workplace Safety & Health Program for Contractors at <http://winnipeg.ca/matmgt/Safety/>

2. SITE ORIENTATIONS

2.1 General

Before contract work begins, site specific known hazards and controls, safe work and emergency procedures, access control and reporting requirements will be communicated as minimum requirements to the contractor and his employees by plant operations or contract administrators in consultation with departmental safety resources as needed.

In addition, contractors working within the plant shall undergo a Safety Walkthrough of applicable plant areas with designated Plant Operations personnel to receive area specific safety orientation. The purpose of the walkthrough is to familiarize the workers with hazards specific to the work area.

All contractor employees must sign-off acknowledging receipt and understanding of orientation information provided by City of Winnipeg Water and Waste Department.

2.2 Hazards

Contractors and their employees must become familiar with hazards in the plant areas they are working in and in addition shall complete their own risk assessments prior to undertaking the work.

The following listing although not exhaustive identifies hazards that contractors can expect to encounter while performing works within the wastewater treatment plants. Contractors and their employees must observe and obey all signage posted within the wastewater treatment plant.

¹ Organizational Safety Code of Practice COW

- (a) Open Tank areas- be aware of potential for slips , trips and falls due to wash down hoses or wet floors, know where the life safety floatation devices are located;
- (b) Automatic Controls- be aware that equipment can start and stop automatically and as such stay clear of equipment;
- (c) Excessive Noise-be aware of areas within the plant that have the potential to generate loud noise necessitating the use of hearing protection;
- (d) Hazardous Atmospheres-fixed gas detectors with strobe lights are mounted in various areas of the plant. Contractors shall also monitor for H2S & LEL gases through use of personal detectors in these designated areas and confined spaces. If detectors or strobe lights go into alarm, contractors shall leave the area, notify the lead operator of the alarm and obtain clearance from the lead operator prior to re-entry into the work area;
- (e) Biological Hazards- Personal Hygiene through frequent hand washing after working in process areas will help prevent spread of germs. Minor cuts and scrapes should be attended to immediately to prevent infection from occurring. Do not drink water from hoses or taps in the plant;
- (f) Confined Spaces-Be aware of the locations of confined spaces within the plant;
- (g) Arc Flash- be aware of the location of high voltage equipment;
- (h) Working from Heights- be aware of fall protection requirements when working above stipulated heights; and
- (i) Hazardous Materials- be aware of WHMIS relative to the worksite.

2.3 Personal Protective Equipment (PPE)

The following PPE minimum requirements shall be adhered to by contractors when working at the wastewater treatment plants.

- (a) Approved safety footwear;
- (b) Safety Glasses;
- (c) Hard Hats;
- (d) High Visibility vests;
- (e) Hearing Protection in designated areas; and
- (f) Personal locks for Lockout Tag out of equipment.

2.4 Codes of Practice

Contractors shall comply with The Workplace Safety and Health Act W210 , Manitoba Regulations 217/2006 and utilize the following Codes of Practice and Guidelines as minimum requirements. It is Contractors responsibility to ensure the most recent Code of Practice or Guideline is being utilized.

- (a) [Code of Practice for Confined Space Entry](#) (Nov 2006).
- (b) [Guideline for Fall Protection](#) (July 2008).
- (c) [Water and Waste Department Lockout Tag Out Procedure](#)

2.5 Safety Equipment

Contractors shall provide their own critical safety equipment including but not limited to: personal LEL detectors, self-retracting lanyards, portable man hoists, fire extinguishers, portable eyewash units, first aid kits etc. Use of City owned safety equipment by contractor personnel is not permitted.

2.6 Emergency Procedures

Contractors working within the plant must have emergency procedures in place to deal with situations that could arise as a result of their own work activities. Lists containing the names and contact numbers of project and emergency respondents should be conspicuously posted around the work areas.

Contractors working within the plant's various areas shall take note of where the emergency exit locations are located. If and when a Fire Alarm sounds, immediately evacuate to a designated muster point. The Contractor is accountable for his own staff and must report to the Wastewater Treatment Plant's Chief Fire Warden with confirmation that Contractor workers have vacated the plant..

2.7 Access Control

Access to the work site will be the designated plant entry point door identified during the orientation.

The Contractor will take all steps reasonable to ensure that any visitor to the construction site receives appropriate orientation and supervision to ensure that they are not put at risk.

2.8 Permitting

Control of construction and installation work at an operating plant requires clear, concise and documented communication among contractors, contract administrators and plant operators. Contractors shall prepare and utilize the following permits as applicable and obtain necessary sign-offs prior to undertaking the associated work.

- (a) Hot Work permit; and
- (b) Confined Space Entry permit.

The above listed Permit templates, when required, will be provided to Contractor during the site orientation.

2.9 Environmental

The Worksite is part of the City of Winnipeg Wastewater System. Safe handling and storage of fuel, oils, and chemicals shall be of the highest priority and care. Contractors shall review and understand the City of Winnipeg [Environmental Management Policy](#), associated Preservation and Compliance documentation and [Environmental Accident Reporting Regulation](#). Any spill or release shall be immediately reported to the Contract Administrator.

The Contract Administrator shall immediately notify the City of such spills in accordance with established City of Winnipeg protocols and monitor the Contractors containment and remediation actions. The Contract Administrator shall obtain copies of Contractors incident report and investigation.

2.10 Definitions

City of Winnipeg

Refers to The City of Winnipeg, as continued under, The City of Winnipeg Act, Statutes of Manitoba 1989-90, C-10, and any subsequent amendments thereto.

H2S Hydrogen Sulfide

LEL Lower Explosive Limit

LOTO Lockout Tag Out Procedure

PPE – Personal Protective Equipment

To be worn at all times while on the worksite or adjacent areas where work is being undertaken.

WSTP Program Team

Team comprised of both Veolia and City of Winnipeg personnel

Project

The location or locations at which the Work is to be performed, including rights of way, leases and temporary working spaces, and in Definitions (Act W.210), page 2.

Workplace Safety and Health Act W.210, MR217/2006

Governing Health and Safety in the province of Manitoba or those regulations that are in effect at the time of the work.

WSTP Winnipeg Sewage Treatment Program