

## SAFETY AND HEALTH – SAFE WORK PLAN (Revised November 23, 2022)

The Safe Work Plan is used by the City’s Contract Administrator or designate to monitor contractor safety practices on site as required by the Workplace Safety and Health Act.

This Safe Work Plan must be submitted to the City’s Contract Administrator before the start of any work. As circumstances can change, a revised safe work plan may need to be prepared and submitted.

Project Name: \_\_\_\_\_ Company Name: \_\_\_\_\_

Project Number: \_\_\_\_\_ Contractor’s Project Manager: \_\_\_\_\_ Phone # \_\_\_\_\_

<b>1. Scope of Work</b>	
<b>Scope of Work and Major Tasks</b>	
<b>Project Location</b> Provide as much detail as possible	
<b>Contractor’s Supervisor (at project location)</b> Phone Number	
<b>Subcontractors and their scope of work</b>	
<b>Equipment involved:</b>	
<b>Dates of the work:</b>	

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<p><b>What are the major hazards associated with each definable work activity?</b></p>	<p>Work Activity:</p> <p>Hazard(s):</p> <p>Safe Work Practices or Procedures relevant to this Activity:</p>
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**1. Scope of Work**

<p><b>What are the major hazards associated with each definable work activity?</b></p>	<p>Work Activity:</p> <p>Hazard (s):</p> <p>Safe Work Practices or Procedures relevant to this Activity:</p>
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<b>2. Emergency Contacts</b>	
Fire	
Police	
Medical	
Nearest Hospital	Name: Phone Number:
Directions to Nearest Hospital (Map Attached? <input type="checkbox"/> YES <input type="checkbox"/> NO)	
City of Winnipeg Contract Administrator	
Manitoba Workplace Safety & Health Branch	204-945-3446
Manitoba Conservation	Information Inquires 204-945-6784 Environmental Accident Reporting 204-945-4888

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<b>3. Training Requirements and Qualifications</b>	
All personnel	
Subcontractors	
Other (i.e. Task/Area Specific Requirements)	

<b>4. Personal Protective Equipment</b>	
All "On Site" Personnel	
Area Specific Requirements	
Task Specific Requirements	

<b>5. Safety Equipment Required to Complete Work</b>	
<b>Activity</b>	<b>Equipment</b>

<b>6. Other Control Measures Identified are:</b>	
<b>Hazard</b>	<b>Control Measure</b>

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<b>7. Control Measures to Protect Other Workers/Public:</b>	
<b>Hazard</b>	<b>Control Measure</b>

Section 7 indicates how you will protect third parties (other workers, City staff and members of the public) in and around the vicinity of your worksite from any hazards that arise from your work activities. In the case of occupied office space, hazards would also include dust, odours and noise.

*Person drafting this Safe Work Plan:*

\_\_\_\_\_

Name/Phone No. Title Date

*Contractor's Project Manager Approval:*

\_\_\_\_\_

Name/Phone No. Title Date

*Contractor's Safety Representative*

\_\_\_\_\_

Name/Phone No. Title Date

***The Safe Work Plan does not in anyway replace the Contractor's responsibilities under the Workplace Safety & Health Act and Regulations, or the Criminal Code to ensure that Health and Safety Programs are in place to protect workers and members of the public from the potentially hazardous conditions created as a result of work activities.***

***The contractor is responsible to address safety and health hazards that arise from the contractor's work activities and that pose risk to his workers, other contractor workers, City staff and the public to the satisfaction of the City of Winnipeg.***

***In the event of unsatisfactory safety performance, the City will initiate corrective action by bringing the matter to the attention of the contractor. Should the concern continue, the matter will be taken to a higher level of corrective action.***