

APPENDIX C
HEALTH AND SAFETY GUIDE FOR
CONSTRUCTION CONTRACTORS



Health and Safety Guide for Construction Contractors

People, Equity and Culture – Health and Safety
Updated: January 2024

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1. Introduction

This Guide is intended to ensure that, pursuant to the *Occupational Health and Safety Act*, the Regional Municipality of York (the “Region”) complies with its obligations as Owner and the General Contractor complies with its obligations as Constructor on Construction projects.

This Guide serves as a guideline for bidders to ensure that adequate resources and appropriate measures are utilized to perform the Work safely and to ensure that appropriate procedures are established for monitoring and evaluating health and safety performance.

The purpose of this Guide is to ensure that all Work undertaken by General Contractors is conducted in a manner that:

- Considers and protects the health and safety of York Region residents and members of the public;
- Considers and protects the health and safety of all Workers.

All bidders are required to acknowledge that they have reviewed this Guide and the Pre-Work Hazard Assessment Form. The General Contractor is required to submit a signed copy of the Pre-Work Hazard Assessment Form (template shown at Appendix A) prior to commencing Work.

2. Definitions

Accessibility for Ontarians with Disabilities Act:

The Ontario *Accessibility for Ontarians with Disabilities Act, 2005*, S.O. 2005, c. 11 and its regulations.

Bid Documents:

The documentation issued by the Region in the form of a request for quotation, proposal or tender. Bidders submit their quotes, proposals, or tenders in response to Bid Documents.

Competent Person:

A person who:

- (a) is qualified because of knowledge, training, and experience to organize the Work and its performance,
- (b) is familiar with the *Occupational Health and Safety Act* and the regulations that apply to the Work, and
- (c) has knowledge of any potential or actual danger to health or safety in the Workplace. (*Occupational Health and Safety Act*, s. 1)

Construction:

The erection, alteration, repair, dismantling, demolition, structural maintenance, painting, land clearing, earth moving, grading, excavating, trenching, digging, boring, drilling, blasting, or concreting, the installation of any machinery or plant, and any Work or undertaking in connection with a project but does not include any Work or undertaking underground in a mine. (*Occupational Health and Safety Act*, s. 1)

Constructor:

A person who undertakes a project for an Owner and includes an Owner who undertakes all or part of a project by himself or by more than one Employer. (*Occupational Health and Safety Act*, s. 1)

Consultant:

The person, firm or corporation, if any, retained by the Region to perform consulting services in relation to the Work.

Contract:

The undertaking by the Region and the General Contractor to perform their respective duties, responsibilities and obligations as prescribed in the Contract Documents and represents the entire agreement between the Region and the General Contractor. The Contract supersedes all prior negotiations, representations, or agreements, either written or oral, except to the extent specifically referred to in the Contract.

Contract Documents:

Any documents that form part of the Contract, including any amendments incorporated before the execution of the Contract and any subsequent amendments made pursuant to the provisions of the Contract.

Contractor Safety Specialist:

A person employed or retained by the Region who conducts periodic Site Safety Audits to promote hazard awareness and ensure safe Work practices.

Critical Injury:

An injury of a serious nature that:

- (a) places life in jeopardy,
- (b) produces unconsciousness,
- (c) results in substantial loss of blood,
- (d) involves the fracture of an arm or leg, but not a finger or toe,
- (e) involves the amputation of an arm, leg or foot, but not a finger or toe,
- (f) consists of burns to a major portion of the body, or
- (g) causes the loss of sight in an eye.

(*Occupational Health and Safety Act*, Reg. 834, s.1)

Designated Substance:

A biological, chemical, or physical agent or combination thereof prescribed as a designated substance to which the exposure to a Worker is prohibited, regulated, restricted, limited or controlled. (*Occupational Health and Safety Act*, s. 1)

Employer:

A person who employs one or more Workers or contracts for the services of one or more Workers and includes a [General] Contractor or Subcontractor who performs Work or supplies services and a [General] Contractor or Subcontractor who undertakes with an Owner, Constructor, [General] Contractor or Subcontractor to perform Work or supply services. (*Occupational Health and Safety Act*, s. 1)

General Contractor:

The person, firm or corporation with whom the Region enters into a Contract as a result of a request for quotation, proposal or tender. The obligations of the General Contractor include those of a Constructor as defined in the *Occupational Health and Safety Act*.

Incident:

An undesired event causing:

- (a) personal injury;
- (b) no injury, but is described as a near miss or potential for injury; and/or
- (c) damage to property or equipment.

Occupational Health and Safety Act:

The Ontario *Occupational Health and Safety Act*, R.S.O. 1990, c. O.1 and its regulations.

Owner:

A trustee, receiver, mortgagee in possession, tenant, lessee, or occupier of any lands or premises used or to be used as a Workplace, or a person who acts for or on behalf of an Owner as an agent or delegate. (*Occupational Health and Safety Act*, s. 1)

In most cases, when the Region procures the services of a Constructor, the Region is considered to be the Owner.

Pre-Work Hazard Assessment Form:

A form which identifies all known hazards existing on the Site at the time the hazard assessment is conducted, including any Designated Substances that may be present on the Site.

Project Administrator/Coordinator:

A person employed by the Region who reports to the Project Manager and is responsible for ensuring that the terms of the Contract are adhered to once the Contract has been awarded to a General Contractor.

Project Manager:

Any person employed by the Region who is responsible for ensuring that the terms of the Contract are adhered to and enforced. A Project Manager may delegate to a Project Administrator/Coordinator.

Site:

The designated site or location of the Work.

Site Safety Audit:

A process performed by the Contractor Safety Specialist to ensure safety compliance that includes, but is not limited to, a visual inspection of the Site, review of relevant documents, and interviews with Workers and representatives of the General Contractor. The results of a Site Safety Audit are produced in a Site Safety Audit Report.

Subcontractor:

A person, firm or corporation having a direct contract with the General Contractor to perform a part or parts of the Work, supply products, or provide a service on behalf of the General Contractor.

Supervisor:

A person who has charge of a Workplace or authority over a Worker. (*Occupational Health and Safety Act*, s. 1)

The Region:

The Regional Municipality of York, its employees, authorized agents and representatives.

Visitor:

Any individual accessing the Site who is not a General Contractor, Subcontractor, Consultant, Worker, or representative of the Region.

Work:

The total Construction and related services required by the Contract. Work may include, but is not limited to, the supply of services, labour and materials for the

installation, removal, application, demolition, erection, renovation, re-furbishing or construction of a building, bridge, shaft, tunnel, caisson, trench, excavation, roadway, cofferdam, conduit, sewer, water-main, service connection, duct or well, and other undertakings.

Worker:

A person who performs Work or supplies services for monetary compensation.
(*Occupational Health and Safety Act*, s. 1, in part)

Workplace:

Any land, premises, location, or thing at, upon, in or near which a Worker works.
(*Occupational Health and Safety Act*, s. 1)

Workplace Hazardous Materials Information System (WHMIS):

R.R.O. 1990, Reg. 860 of the *Occupational Health and Safety Act*.

Workplace Safety and Insurance Act:

The Ontario *Workplace Safety and Insurance Act*, 1997, S.O. 1997, c. 16, Sched. A and its regulations.

3. Responsibilities

The Owner shall:

- Conduct a hazard assessment of the Site and provide a copy of the completed Pre-Work Hazard Assessment Form to all bidders.
- Conduct periodic Site Safety Audits and provide a copy of the completed Site Safety Audit Report to the General Contractor to ensure compliance with the *Occupational Health and Safety Act* and with the Contract.

Bidders shall:

- Review the Pre-Work Hazard Assessment Form completed by the Region prior to submitting any bid(s).

General Contractors shall:

- Comply with all of the terms of the Contract.
- Comply with all health and safety requirements under the *Occupational Health and Safety Act* and the *Workplace Safety and Insurance Act*, and ensure that all Workers, Subcontractors and Visitors conduct themselves in a safe manner.
- Acknowledge the appointment of Constructor as defined under the *Occupational Health and Safety Act*.
- Review this Health and Safety Guide for Construction Contractors.

- Ensure all required documentation has been submitted to the Project Manager prior to commencing any Work.
- Disclose any additional hazards located on the Site, apart from those identified on the Pre-Work Hazard Assessment Form, prior to and at any time during Construction activities to the Project Manager and individuals present at the Site.
- Obtain any necessary information regarding the hazards located at the Site and communicate that information to all individuals present at the Site.
- Allow the Contractor Safety Specialist to enter the Site to conduct periodic, unannounced Site Safety Audits to ensure the General Contractor is fulfilling its health and safety obligations under the Contract.
- Understand that the Region may take any action to remedy any contravention of the *Occupational Health and Safety Act*, including stopping unsafe Work or terminating the Contract.

4. Education and Prevention

General Contractors:

All General Contractors must ensure that their employees have completed training regarding all of the hazards associated with the Work, have valid trade certificates and/or licences, and follow established Work procedures.

General Contractors are responsible for ensuring Site safety, including Site access for all persons. Where Region employees require Site-specific training to enter the Site, the General Contractor is responsible for the provision of such training. This may be in the form of a Site induction and/or orientation.

5. Pre-Work Hazard Assessment Form

The intent of the Pre-Work Hazard Assessment Form is to promote hazard awareness and to inform all bidders of any actual hazards that exist or may pose a potential problem during Construction, such as overhead or underground power lines or the presence of asbestos, etc.

The Pre-Work Hazard Assessment Form assists bidders with making informed decisions about the hazards involved and enables them to budget the necessary time and resources to perform the Work safely. The Pre-Work Hazard Assessment Form is a communication tool only and is not intended to be a comprehensive account or analysis of all possible hazards present on the Site.

The Pre-Work Hazard Assessment Form identifies all known hazards existing on the Site at the time of the assessment, including but not limited to the following:

- Electrical/Equipment Hazards
- Physical Hazards
- Chemical Hazards
- Biological Hazards
- Hazardous Conditions

- Public Safety Hazards
- Designated Substances/Other materials

All bidders will be provided with a copy of the completed Pre-Work Hazard Assessment Form. All General Contractors must acknowledge the hazards identified at the time of the hazard assessment and agree, by signing the Pre-Work Hazard Assessment Form, to take every precaution reasonable in the circumstances to protect Workers from those hazards at all times.

6. General Health and Safety Requirements

Separation of Adjacent Construction Projects or Workplaces

The General Contractor is expected to fully cooperate with the Region and its Consultant(s) to ensure a safe separation between two or more Construction projects or Workplaces. To ensure the Owner does not assume the role of Constructor, the General Contractor shall separate the Construction project(s) by space (physical) and/or time (schedule) as per the requirements of the *Occupational Health and Safety Act*.

Public Safety

The Region prioritizes the safety of all persons, and the General Contractor must ensure that Work activities do not put members of the public in danger. Ensuring public safety during Construction activities includes but is not limited to:

Site Access:

- Managing Site access with suitable fencing/barriers that physically prevent people from entering the Site and prevent objects or material from unintentionally escaping the Site.
- All materials and equipment shall be stored within the Site perimeter, preferably in secure compounds.
- Prior to leaving the Site at any time, all openings of surfaces, excavations and fall/impalement hazards must be secured/covered and identified.

Signage/Public Awareness:

- The General Contractor shall make the public aware of all hazards. All Sites must have clear signs displayed along the perimeter of the Site and, at any entrance to the Site, which is visible to pedestrians, specify the particular hazard(s) and advise that Construction is in progress.

Sidewalks:

- In the event that a sidewalk is within the perimeter of or adjacent to the Site, the sidewalk shall be closed and identified as such well in advance of the closure, and an alternate route shall be provided, even if temporary.

- All sidewalks and paths must be clean and free from debris. Consideration should be given to those individuals with mobility impairments, e.g., those who use wheelchairs.
- Uniform surfaces and ramps shall be provided, as necessary, to comply with the *Accessibility for Ontarians with Disabilities Act*. It is important that the General Contractor ensure that pedestrians are inconvenienced by the Work as little as possible.

Transit Bus Stops:

- In the event that a bus stop is within the perimeter of or adjacent to the Site, it shall be relocated at the direction of York Region Transit.

Vehicles/Equipment:

- The General Contractor must take measures to ensure that vehicles entering and leaving the Site do not hit pedestrians.
- Work areas are to be clearly identified per Ontario Traffic Manual Book 7 and separated from public roadways or walkways, e.g., paths and sidewalks.
- In some situations, as per Ontario Traffic Manual Book 7, it will be necessary for the General Contractor to employ a traffic control person or retain a paid duty police officer(s) to direct traffic and maintain the safe flow of traffic per the *Occupational Health and Safety Act*.

Designated Substances

The Region shall ensure a current Designated Substance Survey (DSS) of the Site is conducted prior to procuring a General Contractor as per the requirements of the *Occupational Health and Safety Act*. The DSS will be a component of the Pre-Work Hazard Assessment and will be provided to all bidders if Designated Substances are present at the Site.

WHMIS and Controlled Materials

In addition to complying with WHMIS, the General Contractor shall inform the Region of the location of controlled substances and materials and shall ensure that these materials are not stored or used on the Site without the Region's prior approval.

Site Supervisor

As per the *Occupational Health and Safety Act*, the General Contractor shall appoint a Competent Person as the Supervisor of the Site. In the event that the Site Supervisor must temporarily leave the Site for any time period, a designate Site Supervisor must be appointed and must also be a Competent Person.

Stopping Unsafe Work/Stop Work Order

- Region employees are not permitted to direct or instruct Workers on how to perform their regular duties. However, in the event that a dangerous circumstance (as per the *Occupational Health and Safety Act*, s. 44) is observed by the Contractor Safety Specialist or a Region representative, they may intervene and stop the unsafe act or condition from continuing.
- The Region and its Consultant(s) shall have the right to issue warnings and/or to stop Work if the General Contractor violates the *Occupational Health and Safety Act* or any health and safety requirement of the Contract.
- A written stop work order will be issued when imminent danger is identified or where significant damage to equipment or property or environmental degradation could occur if the unsafe act or condition continues.
- Stop work orders only involve those areas of the Site immediately concerned in the identified hazardous situation and are to be included in the order.
- Written warnings and/or stop work orders shall be provided to individuals representing the General Contractor and the Region.
- Work may not resume until the Region is satisfied that the imminent danger is eliminated. Notification to restart Work will be made to all parties advised of the original stop work order.
- The Region reserves the right to have a hazard eliminated at the expense of the General Contractor.

Reporting Incidents and Ministry of Labour Visits

The General Contractor shall:

- Immediately investigate all Incidents and immediately report the Incidents to the Project Manager and/or Ministry of Labour (if required). This includes all Critical Injuries, fatalities and those Incidents prescribed under Sections 11 and 12 of Regulation 213/91 of the *Occupational Health and Safety Act*.
- Provide proof of Incident investigation to the Project Manager for any Incidents that occurred on the Site.
- Notify the Region and its Consultant(s) of any report issued by the Ministry of Labour. All documentation, including investigation reports, Site visit reports and/or orders issued, shall immediately be forwarded to the Region and its Consultant(s).

7. Site Safety Audits

York Region Site Safety Audit Process

- The Contractor Safety Specialist may arrive at the Site unannounced and will report to the Site Supervisor.
- If available, the Site Supervisor or Site health and safety representative will accompany the Contractor Safety Specialist to perform a Site walkthrough to conduct a Site Safety Audit.
- If any deficiencies are noted or Workers are observed not to be performing their duties in a safe manner, the Site Supervisor will remedy any deficiencies and/or direct the Workers to perform their duties safely.
- In the event that the Site Supervisor or their designate is unavailable, the Contractor Safety Specialist will conduct the Site Safety Audit on their own.
- In the event that a dangerous circumstance is observed by the Contractor Safety Specialist, they will intervene and stop the unsafe act or condition from continuing and a written stop work order will be issued.
- The Contractor Safety Specialist will not direct Workers on how to perform their regular duties.
- All observations and recommendations will be documented in the Site Safety Audit Report (template shown at Appendix B).
- The Site Safety Audit Report will be sent by email to individuals representing both the General Contractor and the Region, including Consultants and Project Administrators.
- The General Contractor must review all concerns and comments, if any, made on the Site Safety Audit Report and take appropriate action(s) to immediately address and/or correct the concerns and comments.
- After corrective action is taken, the General Contractor must advise all parties who received the Site Safety Audit Report in writing of the specific actions that were taken to correct the deficiencies.

Consultant Site Safety Audit Process

- In addition to the Contractor Safety Specialist conducting Site Safety Audits, the Consultant may conduct periodic inspections of the Site to ensure health and safety compliance. Inspections may include visual inspections as well as testing and sampling, as required.

The General Contractor shall be responsible for any and all costs associated with delays as a result of the General Contractor's failure to comply with the health and safety requirements outlined in the Contract.

The General Contractor shall immediately address any non-compliance issues identified by the Consultant and shall provide the Consultant with a written report of action(s) taken to correct non-compliance of health and safety issues identified.

The Consultant may stop the Work if non-compliance of health and safety regulations is not corrected.

The Region and its Consultant shall have the right to document all health and safety concerns regarding the General Contractor's health and safety compliance.

8. Program Review

The Region will review this Guide and make amendments as required.

9. Non-Compliance

The Region does not tolerate or condone unsafe Work procedures. The failure of a General Contractor to comply with this Guide may result in the Region stopping the Work, terminating the Contract, and/or the General Contractor being subject to penalties, including but not limited to those set out in the *Occupational Health and Safety Act* and the *Workplace Safety and Insurance Act*.

10. Applicable Regulations and References

[*Occupational Health and Safety Act, R.S.O. 1990, c. O.1*](#)

[*Workplace Safety and Insurance Act, 1997, S.O. 1997, c. 16, Sched. A*](#)

[*Ontario Traffic Manual Book 7 \(OTM\) 2014*](#)

Edwards, C. & Conlin, R. *Employer Liability for Contractors Under the Ontario Occupational Health and Safety Act, 2nd Edition*. 2007 Thomson Carswell, Toronto, ON.

11. Appendices

- A – Pre-Work Hazard Assessment Form
- B – Site Safety Audit Report

APPENDIX A

PRE-WORK HAZARD ASSESSMENT FORM

Pre-Work Hazard Assessment Form

This Pre-Work Hazard Assessment Form identifies hazardous conditions known to be present at the proposed work location/site as at the time of the assessment. The intent of this form is to promote hazard awareness and incident prevention, and to inform all bidders/general contractors of any known existing hazards that may pose a potential risk during work activities. This form is a communication tool only and is not intended to be a comprehensive account or analysis of all possible and potential hazards present at the site.

Name of Project Manager:	Project Number:
Name, Title, and Organization of Person Performing Assessment:	
Proposed Work Location:	Assessment Date:
Description of Proposed Work:	Assessment Time:

PART A – General Hazards

All known hazards existing at the site at the time of the assessment are checked off below:

ELECTRICAL/EQUIPMENT		BIOLOGICAL	
Overhead wires/lines		Increased risk of mould proliferation	
Live systems or high voltage equipment		Bird or bat droppings	
Overhead crane (must be re-certified before use)		Rodent or insect infestation	
Moving equipment (e.g., drive shafts, belts, gears)		Wildlife	
PHYSICAL		Contaminated sharps, syringes, broken glass	
Fire/explosion risk		Sewage, sludge, biohazards	
Heat		HAZARDOUS CONDITIONS	
High noise levels		Working at heights	
Vibration		Water/drowning/flooding	
High pressure or compressed air systems		Slip/trip hazards and uneven footing	
Indoor air quality issues (e.g., fumes, mists, dusts)		Excavation/ditch/culvert	
Non-ionizing radiation (e.g., UV, IR, radio frequency or lasers)		Concealed/buried services in ground OR in structure walls/floors (e.g., conduit, pipe, hydro, gas, water)	
Sufficient lighting and visibility of all work areas		Confined Space (see list of known confined space locations in PART C below)	
CHEMICAL		Is PPE required to enter the work area?	
Existing products in use (e.g., chemicals, lubricants, solvents, treatments) (see Safety Data Sheets attached)		Are site specific rescue plans required for the area?	
Fuels (e.g., gasoline, diesel, natural gas, propane)		Traffic, railway, and active roadway nearby	
PUBLIC SAFETY		Does the public have access to the work area?	
Chemicals stored in approved cage/cabinet/room		Is the work area at/near a public transit stop?	
Explosion proof or grounded containers		Is there a history of violent/behavioural incidents?	
Compressed gas cylinders		COMMENTS:	
Is a security system currently in use?		List others/comments:	
Are other contractors/services entering the work area (e.g., snow clearing, landscaping, deliveries, hauling)? If yes, contact Property Services Branch to coordinate.			

PART B – Designated Substances

Part B.1 – All known designated substances existing at site at the time of the assessment are checked off below:

DESIGNATED SUBSTANCES			
Acrylonitrile		Isocyanates (e.g., foam, insulation, adhesive, lacquer)	
Arsenic (e.g., soil, sediment)		Lead ² (e.g., paint, solder, batteries, coatings, flashing)	
Asbestos ¹ (e.g., walls, tile, pipe insulation, coatings)		Mercury ³ (e.g., thermostats, switches, bulbs)	
Benzene (e.g., glue, adhesive, gasoline)		Silica ⁴ (e.g., concrete, cement, mortar, sand blasting)	
Coke oven emissions		Vinyl chloride (e.g., PVC production)	
Ethylene oxide			

¹The information required by Ontario Regulation 278/05 is included in the report(s) provided with the bid documents for information purposes.

²Lead is known to have been used in plumbing solder, pipe lining, batteries, and coatings. Suspected lead-containing materials were not physically sampled during this assessment but are noted where applicable.

³Mercury is found in products such as thermostats, temperature and pressure gauges, fluorescent lamps, and switches. Suspected mercury-containing materials were not physically sampled during this assessment but are noted where applicable.

⁴Silica is a naturally occurring mineral and may be found in aggregates and sand used in the formulation of concrete, mortar, brick, ceiling tiles, plaster, drywall, and masonry. Suspected silica-containing materials were not physically sampled during this assessment as they are known to be present.

Part B.2 – If applicable, below is a list of the locations and/or work activities related to the presence of the known designated substances:

DESIGNATED SUBSTANCE	LOCATIONS OR WORK ACTIVITIES

PART C – List of Known Confined Spaces

If applicable, below is a list of known confined spaces at the site:

CONFINED SPACE LOCATIONS

PART D – General Contractor Acknowledgement

All bidders/general contractors shall release and hold harmless The Regional Municipality of York, Housing York Inc., The Regional Municipality of York Police Services Board, YTN Telecom Network Inc., its/their consultants, the local municipalities and their respective council members, board members, directors, officers, agents and employees from and against any claims, demands, losses, costs, damages, actions, suits or proceedings (including by any government agency) arising as a result of any omissions, misrepresentation, inconsistencies, or errors in the information or content stated in this form.

All general contractors must:

- Advise anyone who may be exposed to any additional hazards located on site prior to and at any time during work activities.
- Visit the site (if possible) to become familiar with the surroundings and any potential hazards that may be present.
- Understand that in the event of any conflicts, the requirements of *Occupational Health and Safety Act* and its regulations take precedence over any requirements of the contract, or any directions provided.
- Ensure training is provided to their employees and/or subcontracted employees to perform work based on the hazards identified in this form.
- Comply with all requirements under the *Occupational Health and Safety Act* and its regulations.
- Review this form and included attachments (if applicable).
- Sign this form to acknowledge the known hazards and conditions identified as existing at the time of the assessment, prior to the commencement of any work on site.

(To be completed by the general contractor prior to commencing work)

By signing this form, I acknowledge, as the Authorized Representative of the General Contractor, the hazards outlined above in this Pre-Work Hazard Assessment Form and agree to take every precaution reasonable in the circumstances to protect employees, subcontractors, visitors, and the public from those hazards at all times.

(Please print)

Name of General Contractor: _____

Name and Title of Authorized Representative: _____

Signature of Authorized Representative: _____

Date: _____

APPENDIX B

SITE SAFETY REPORT



SITE SAFETY REPORT FOR CONSTRUCTION PROJECTS

Location of Project:	Date:	Time In:	Time Out:
Project Manager (Constructor):	Project Manager (York Region):		
Site Supervisor (Constructor):	Project Number (York Region):	Auditor (York Region):	
Description of Project Activity:			
Item (<input checked="" type="checkbox"/> - Items Audited)	Comments/Observations		
<input type="checkbox"/> Site Supervisor present/available onsite			
<input type="checkbox"/> Notices/permits/reports/regulations posted			
<input type="checkbox"/> Emergency Preparedness/Fire Safety			
<input type="checkbox"/> Site Orientation/Safety Meetings			
<input type="checkbox"/> Site Hazards Identified & Communicated			
<input type="checkbox"/> Site Conditions/Housekeeping & Hygiene			
<input type="checkbox"/> Equipment/Machinery Use and Condition			
<input type="checkbox"/> Chemical Handling/Materials Handling			
<input type="checkbox"/> Access/Egress			
<input type="checkbox"/> Scaffolds and Work Platforms			
<input type="checkbox"/> Fall Prevention/Protection			
<input type="checkbox"/> Protective Clothing, Equipment & Devices			
<input type="checkbox"/> Confined Spaces			
<input type="checkbox"/> Excavations			
<input type="checkbox"/> Underground Locates (Utilities)			
<input type="checkbox"/> Electrical Hazards			
<input type="checkbox"/> Traffic Control			
<input type="checkbox"/> Other hazards:			

<input type="checkbox"/> Site Supervisor informed verbally	Auditor Comments:
Site Representative (Constructor):	
Project Manager (York Region):	

Risk Analysis – a process for comprehending the nature of hazards and determining the level of risk.

High (H) - stop/investigate the process and implement controls immediately. Develop control plan immediately. Examples include lack of training, insufficient use/installation of equipment/machinery, PPE not worn in presence of immediate hazard.

Low (L) - keep the process going; however, implement controls immediately. Examples include missing documentation/signage, PPE not worn in absence of immediate hazard, low-level housekeeping hazard.

*Note: all hazards will be assessed individually considering all contributing factors.

This Site Safety Report represents a brief observation of the physical conditions of the project site. The intent of the report is to promote hazard awareness and/or alert the General Contractor to items that may result in injury or illness to workers, the general public, or other personnel and/or damage to property or equipment.

This Site Safety Report is not intended to be a complete or comprehensive report of all occupational health and safety contraventions present on the site and is not intended to identify all occupational health and safety requirements that the General Contractor must comply with under the *Occupational Health and Safety Act* and its regulations. This Site Safety Report does not, in any way, diminish or otherwise affect a General Contractor's duties and obligations as a Constructor pursuant to the *Occupational Health and Safety Act*.