

Use this template to build the safety plan for one project or work site. Complete every section, or mark it not applicable with a reason. Reference your company safety manual and procedures rather than copying them in, and attach the site map, hazard assessments and permits. Keep the current version on site, review it with every worker during orientation and update it whenever the work or the site changes.

1. Project and site information

Project name		Project or job number	Plan revision and date
Owner or client		Prime contractor, constructor or principal contractor	
Site address, legal land description or GPS coordinates			Province or territory
Start date	Expected finish	Peak number of workers	Number of employers on site
Scope of work			

Site documents

- | | | |
|---|--|---|
| ☐ Site map or drawing attached | ☐ Notice of project filed | ☐ Notice posted on site |
| ☐ Owner site rules received | ☐ Owner hazard information received | ☐ Utility locates obtained |

2. Roles, responsibilities and contacts

Role	Name	Company	Phone (on site)	Can stop work
Owner's representative				☐
Project manager				☐
Site superintendent				☐
Superintendent backup				☐
Health and safety lead				☐
First aider(s)				☐
Coordinator (if required)				☐
				☐
				☐

List each subcontractor's site supervisor in section 6. Everyone on site has the right to refuse unsafe work and should report hazards right away.

3. Legal and owner requirements

OHS legislation that applies

Regulator for this site

Requirements that apply to this site (tick each one)

- | | |
|---|--|
| ☐ Prime contractor or constructor named in writing | ☐ Notice of project or site opening |
| ☐ Written emergency procedures | ☐ Fall protection plan |
| ☐ Site prevention program (Quebec) | ☐ Site coordinator required |
| ☐ Owner orientation required | ☐ Owner permit system |
| ☐ Owner PPE standard | ☐ Owner incident reporting timelines |
| ☐ Prequalification or COR or SECOR | ☐ Environmental permits or conditions |

Where the owner's rules and our procedures differ, which applies and how

4. Site hazard assessment and controls

List the site hazards and the main task hazards. Choose controls from the top of the hierarchy: eliminate, substitute, engineering, administrative, then PPE. Reference the job hazard analyses and safe work procedures that apply, and attach those written for this site.

Hazard (site or task)	Risk (L, M, H)	Controls	JHA or procedure	Responsible

Site hazards checked during the site walk

- | | | |
|--|--|---|
| ☐ Overhead power lines | ☐ Buried utilities | ☐ Traffic and mobile equipment |
| ☐ Public exposure | ☐ Adjacent operations | ☐ Ground conditions |
| ☐ Weather and temperature | ☐ Wildlife or remote location | ☐ Hazardous materials on site |

5. High-risk work and permits

High-risk activity	Applies	Permit or written plan	Issued by	Competent people
Hot work	☐			
Confined space entry	☐			
Excavation and ground disturbance	☐			
Lockout and energy isolation	☐			
Critical or crane lifts	☐			
Work at heights and fall protection	☐			
Work near overhead lines	☐			
Energized electrical work	☐			
Other:	☐			

6. Subcontractor and multi-employer coordination

Company	Scope of work	Site supervisor and phone	Plan reviewed	Orien-tation	Clear-ance
			☐	☐	☐
			☐	☐	☐
			☐	☐	☐
			☐	☐	☐
			☐	☐	☐
			☐	☐	☐
			☐	☐	☐

Coordination

- ☐ Subcontractors approved before they start
- ☐ Workers' compensation clearances on file
- ☐ Coordination meeting set for every employer
- ☐ Subcontractor plans and hazard assessments reviewed
- ☐ Overlapping work scheduled to avoid conflicts
- ☐ Each employer acknowledged this plan

How overlapping or adjoining work will be controlled (overhead work, hot work, traffic, shared equipment)

7. Orientation, training and PPE

Site orientation covers

- | | | |
|--|--|---|
| ☐ Site map and layout | ☐ Site hazards and controls | ☐ Site rules |
| ☐ Emergency plan and muster point | ☐ First aid and reporting | ☐ Permits and restricted areas |
| ☐ Right to refuse and report | ☐ Who to report to | ☐ Visitor and delivery rules |

Training and certifications required for this site

How they're verified

Minimum site PPE

Task-specific PPE and who supplies it

8. Communication

Activity	How often	Led by	Records kept
Daily start-up or toolbox talk			
Coordination meeting			
Field-level hazard assessments			
Posting and notices			

How workers raise hazards and concerns

Health and safety committee or representative

9. Inspections

Inspection	How often	By	Checklist or form
Site safety inspection			
Equipment pre-use checks			
Excavations, scaffolds, fall protection			
Emergency equipment			

10. Incident reporting and investigation

Report incidents and near misses to

Within (time)

Who notifies the regulator

Who notifies the owner

Who leads investigations on site

Where reports are filed

11. Emergency contacts and locations

Emergency number	Site address for responders	Ambulance meeting point
Nearest hospital	Travel time	Hospital phone
Route to the hospital (driven and timed)		
Primary muster point	Alternate muster point	
Alarm signal	First aid kit(s) location	First aid room or station
Fire extinguishers	Eyewash and spill kits	Radio channel or call-out list

12. Potential emergencies and response

Emergency	Applies	Response procedure and rescue plan	Rescue equipment and trained people
Serious injury or illness	☐		
Fire or explosion	☐		
Fall arrest suspension	☐		
Confined space rescue	☐		
Trench or excavation collapse	☐		
Utility strike or gas leak	☐		
Severe weather	☐		
Spill or release	☐		

Emergency readiness

- | | |
|---|---|
| ☐ Emergency plan posted on site | ☐ Workers involved in preparing the plan |
| ☐ Rescue equipment on site and inspected | ☐ Rescue and evacuation workers designated and trained |
| ☐ Drill held early in the project | ☐ Plan rechecked after layout changes |



13. Environmental protection, public safety and site security

- | | | |
|---|---|---|
| ☐ Spill prevention and response | ☐ Waste handling | ☐ Dust and noise control |
| ☐ Work near water or sensitive areas | ☐ Fencing and signage | ☐ Traffic control plan |
| ☐ Overhead protection for the public | ☐ Visitor sign-in and escort | ☐ Site secured after hours |

Details

14. Document control and review

Current copy kept at

Distributed to

Review this plan when:

- | | | |
|--|--|--|
| ☐ Change in scope | ☐ New subcontractor or crew | ☐ New phase of work |
| ☐ New equipment | ☐ Incident or near miss | ☐ Inspection finding or order |
| ☐ Change in site conditions | ☐ Owner request | ☐ Scheduled review |

Rev.	Date	What changed	Approved by

15. Close-out

- | | | |
|--|--|---|
| ☐ All permits closed | ☐ Corrective actions complete | ☐ Records filed together |
| ☐ Lessons-learned review held | ☐ Subcontractors evaluated | ☐ Template updated |

Approval

Name	Role	Signature	Date

Need help with a site-specific safety plan? Read the full guide at calgarysafetyconsultants.ca/safety-guides/safety-programs/site-specific-safety-plan/ or call Calgary Safety Consultants at 1-888-231-0358.