

Construction Project Checklist

2010 April 20 Revision



SELECT SAFETY REQUIREMENTS FOR GENERAL CONSTRUCTION

*NOTE: These **highlights** of the Workers Compensation Act (WCA) and the Occupational Health & Safety Regulation (OHSR) are intended to assist homeowners, builders and contractors in compliance prior to and during construction. Specific requirements of the WCA and OHSR, are available on line at www.worksafebc.com or by contacting WorkSafeBC.*

Construction health and safety information, including the e-book "Safe Work Practices for House Construction", may be downloaded free of charge at www.worksafebc.com/publications.

Note: Pre job meetings with your local WorkSafeBC prevention officers may be arranged.

1. GENERAL RESPONSIBILITIES FOR SAFETY & HEALTH (WCA 118 and 119)

The prime contractor is responsible to do everything that is reasonably practicable to ensure compliance with all OHSR's and WCA requirements. Owners are considered the prime (general) contractor unless a written agreement with the directing contractor, employer or other person is in place.

- Prime Contractor Registered Sub contractors Registered Clearance Letters obtained

2. NOTICE OF PROJECT (NOP) (OHSR 20.2)

The owner or prime contractor, must submit a "Notice of Construction Project", before any construction project, including demolition or excavating begins where the total construction costs exceed \$100,000; or the project includes an excavation more than 1.2 m (4 ft) in depth, in which a worker may be required to enter; or the construction activity involves any other criteria listed in OHSR 20.2. NOP's are available at any WorkSafeBC office or may be completed online at www.worksafebc.com

To simplify paperwork, more than one site of a contractor in a sub division can be entered on an NOP.

- Notice of Project obtained NOP Number _____

3. TRAINING, INSTRUCTION AND SUPERVISION OF WORKERS (WCA 115 & 117)

Each contractor on site must provide workers the information, instruction, training and supervision necessary to ensure the safe performance of their workers and any other workers at the workplace.

4. HAZARD ASSESSMENT (OHSR 19.24 and 19.25)

- Voltage of overhead power lines in the work area determined through the authority controlling the system (for example BC Hydro) and the minimum distance of approach.
- Power authority contacted and 30M33 form obtained if the minimum distance from the electrical conductors cannot be maintained, and movement by a worker or equipment may result in entering the minimum distances.
- Underground services identified** **Reference No.** _____
i) **BC One Call 1-800-474-6886** or *6886 from a mobile phone

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5. DEMOLITION and RENOVATIONS (OHSR 20.111 to 20.121)

- Hazardous materials assessed (Asbestos, Lead, Mercury, Flammables, Mold, etc.)
- Hazard assessment report available on site
- Notice of Project for Asbestos (NOPA) for asbestos/lead work NOPA Number _____
- Integrity of structure maintained (Professional Engineer may be required)
- Walls and free standing chimneys stabilized
- Stairways and handrails maintained
- Electrical, Gas, Water services disconnected
- Glass removed safely
- Load limit for floors maintained
- Access areas protected from falling/thrown materials
- Procedures established for dismantling buildings
- Housekeeping maintained

6. CHEMICAL AND PHYSICAL HAZARDS (OHSR parts 5,6,7)

- WHMIS – training, ensure MSDS within past 3 years
- Safe work procedures developed - Use, storage, disposal of chemicals and designated substances EG: roofing tar, damp proofing, isocyanates, glues, coatings, concrete grinding, drywall sanding
- Heat and cold stress
- Use of internal combustion engines indoors – venting, service and maintenance, emission control system EG: gas powered cutoff saws, bobcats, excavators, soil compactors

7. FIRST AID SUPPLIES EQUIPMENT (OHSR 3.16 and 3.17)

- First aid services and equipment provided
- Written first aid procedures developed

8. PERSONAL PROTECTIVE EQUIPMENT (PPE) (OHSR Part 8)

- Safety footwear worn, in good repair and has the Green CSA Triangle
- Clothing worn that protects against abrasion where applicable (for example long pants and minimum of T shirt with suitable sleeve length).
- Safety eyewear worn when applicable
- Hi visibility apparel when applicable
- Respirators used in accordance with OHSR where applicable, e.g. exposure to asbestos fibres, silica dust, etc.

9. HEARING CONSERVATION (OHSR 7.7 and 7.8)

Construction workers hearing tested **every year**. A list of mobile hearing test contractors and facilities authorized by WorkSafeBC to do hearing tests is available on line or by calling 1-888-621-7233.

10. TRENCHES, EXCAVATIONS & UNDERGROUND SERVICES (OHSR 20.78 to 20.95)

Excavation work must be carried out in accordance with the instructions of a Professional Engineer or the requirements of OHSR 20.78 through 20.95.

- a) Workers **shall not enter** any trench or bulk excavation more than 4 feet in depth **unless**:
 - i) the sides are **sloped** to a safe angle at least 3 horizontal to 4 vertical, or
 - ii) the sides have been supported by use **shoring and bracing**, or
 - iii) a combination of both sloping and shoring is used, or
 - iv) there are **written instructions for safe worker entry** available on site by a Registered Professional Engineer. (engineering documentation must be stamped and sealed and available on site)
- Excavations sloped/shored or evaluated by Professional Engineer**

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11. ELECTRICAL SAFETY (OHSR 19.5, 19.15, 19.24 and 19.25)

Overhead high-voltage electricity

- Review the general limits of approach with all workers in a pre-job safety meeting.

Electrical power tools and cords

- Electrical cords inspected. Cords with broken/frayed insulation or missing ground prongs not in use.
- Class A ground fault circuit interrupters (GFCI) used for portable electrical tools when working outdoors or in wet or damp conditions.

12. SAFE ACCESS, OPENINGS & LADDERS (OHSR 4.61, 13.3, 13.5, 13.6, 20.4, 20.5)

- Access walkways at least of 20" wide
- Stairway complete with handrails installed before beginning work on the next floor level.
- Floor and roof top openings effectively covered or guarded
- Suitable access openings for the safe delivery of drywall from the boom truck / forklift into the structure
- Suitable ladders, work platforms and scaffolds provided for activities requiring positioning at elevations above a floor or grade. For example, use bracket scaffolds with double wide 2" X 10"s when placing concrete in a wall form or other suitable work platforms or scaffolds.
- Ladders in good condition and secured from slipping
- Ladders project at least 1 m (3 ft) above the upper landing to which they provide access
- Job constructed wood ladders built to WCB Standard (**LDR-1, Job Built Ladders, 2004**)

13. SCAFFOLDS (OHSR 13.2, 13.14, 13.15, 13.17, 13.18)

- Job constructed wood scaffold constructed to WorkSafeBC standards (**WPL 1-2004**)
- Major components of scaffolds used in accordance with technical data provided by the manufacturer, or written instructions of a professional engineer
- Documentation on site**

14. FALL PROTECTION (OHSR 4.55, 4.58, 4.59, 11.2 and 11.5)

Pre-planning for fall protection is required for all contractors and sub contractors.

The following particular requirements apply to trades working at height (example framers, roofers, gutter installers and rooftop equipment installers such as HVAC or Solar collector installers):

- Workers must not walk the top plate of any walls at any time (walkways must be at least of 20" wide (OHSR 4.61).*
- Roofers and other workers must use a fall protection system on all roofs that are 10 feet or more above the ground (OHSR 11.2), or if a fall from a height of less than 10 feet involves a risk of injury greater than the risk of injury from the impact on a flat surface.*
- On steep roofs (8:12 pitch or greater), 2" x 6" toe-holds (slide guards) must be used in addition to a personal fall protection system (OHSR 20.75).*

15. YOUNG AND NEW WORKERS (OHSR 3.23 to 3.25)

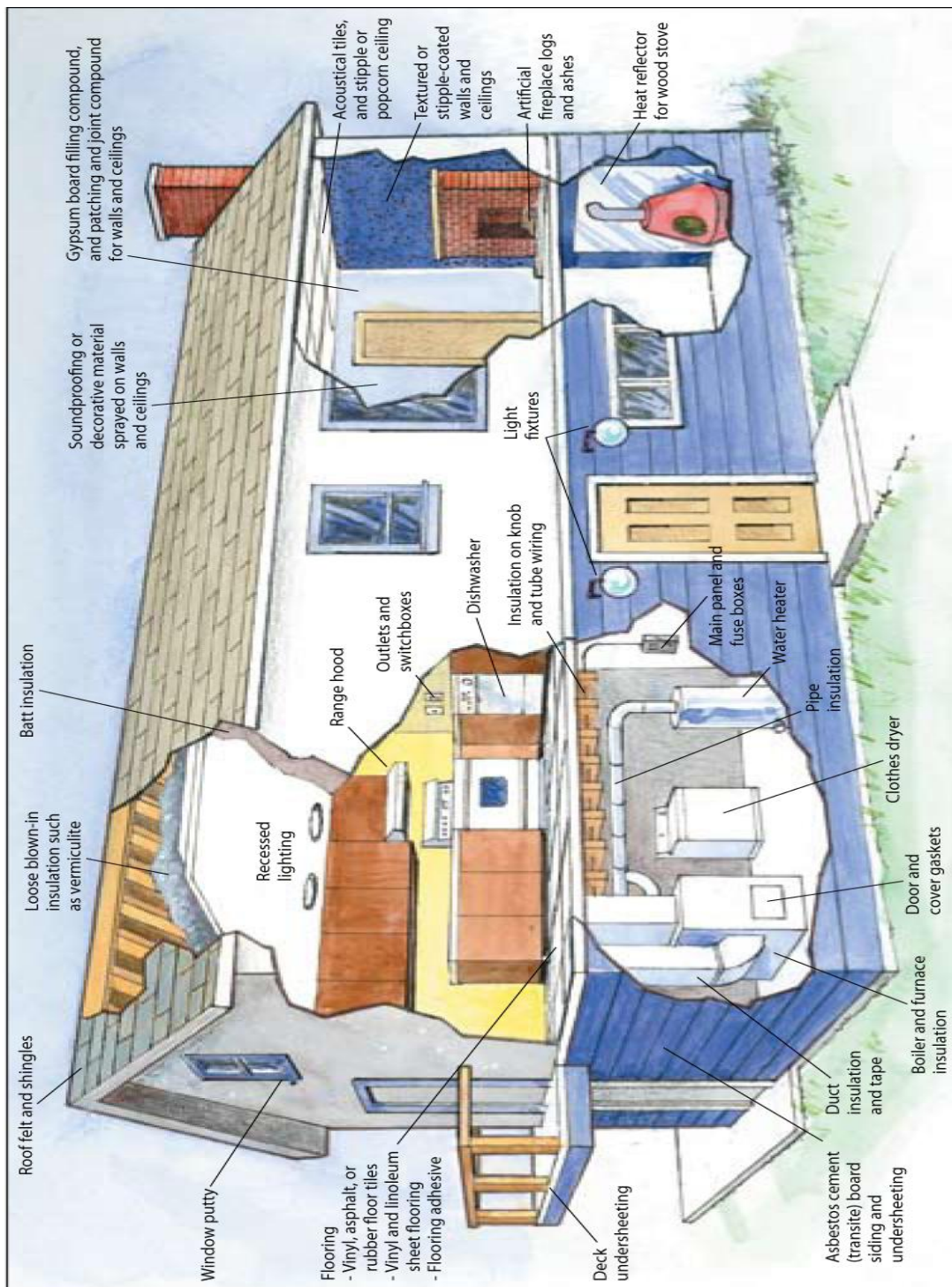
- Health and safety orientation and training (specific to the workplace) provided to young and new worker before starting work in the workplace.
- Orientation documented
- Sample orientation available at http://www2.worksafebc.com/PDFs/YoungWorker/training_orientation_construction_employers.pdf

Completed by _____ Date _____

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Asbestos removal



Illustrates where asbestos-containing materials were once commonly used in residential construction.