



## GTAA Contractor Safety Plan Review

This document has been developed for Contractors to reference when preparing a safety submittal as part of a Facility Alteration Permit (FAP) application. The examples included in this document are samples only and are not to be used as templates. It is the Contractor's responsibility to develop the necessary templates and procedures to ensure compliance with applicable legislation and the requirements of the Airport Construction Code (ACC). The ACC can be accessed from <https://torontopearson.com/en/businesspartners/construction/#>.

The applicability of the safety plan elements is dependent on the classification of the Work. The Work can be classified as either construction or maintenance as defined below:

**Construction** means the process of building, erecting, altering, repairing, dismantling, demolishing, 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.

**Maintenance** means activities that preserve the function of a building system or equipment which may involve cleaning, adjusting, or the minor renewal of machinery in plant where there is no breakdown to be repaired but does not include activities included in the definition of Construction, and those activities performed on objects included in the definition of Project.

**Project** means a construction project, whether public or private, including,

- (a) the construction of a building, bridge, structure, industrial establishment, mining plant, shaft, tunnel, caisson, trench, excavation, highway, railway, street, runway, parking lot, cofferdam, conduit, sewer, watermain, service connection, telegraph, telephone or electrical cable, pipe line, duct or well, or any combination thereof,
- (b) the moving of a building or structure, and
- (c) any work or undertaking, or any lands or appurtenances used in connection with construction.

CLASS	PLAN ELEMENT	ACC REF	CRITERIA	REFERENCE
Construction & Maintenance	Contractor Information, Personnel and Responsibilities	7.4.3.1(f) 7.4.4.1(d) 7.4.6	Contractor's Plan includes: <ul style="list-style-type: none"> <li>▪ List of all applicable staff and contact numbers (24-hour contact if applicable)</li> <li>▪ Monthly safety report to the GTAA (</li> </ul>	<a href="#">Appendix 1: Site Information</a> <a href="#">Appendix 2: Contractor Monthly Safety Report</a>
Construction	Notice of Project (NOP)	7.4.1.2	<ul style="list-style-type: none"> <li>▪ Copy of MOL NOP attached. The NOP is required regardless of project value or duration.</li> <li>▪ NOP lists a clear description of work including the GTAA Project Number and description of the exact place of work.</li> </ul>	<a href="#">Link to Electronic NOP</a>
Construction	Registration of Constructors and Employers Engaged in Construction (Form 1000)	7.4.1.1	<ul style="list-style-type: none"> <li>▪ Copy of Contractor Form 1000 attached.</li> </ul>	<a href="#">Link to Form 1000</a>
Construction & Maintenance	Scope and Areas of Work	7.4.3.1(c) 7.4.4.1(a) 7.6.3	<ul style="list-style-type: none"> <li>▪ Contractor has clearly identified scope of work and areas of work.</li> <li>▪ Contractor has identified in visual layout format areas of work and appurtenances to work (i.e. access, deliveries, equipment, utility requirements, etc.).</li> </ul>	<a href="#">Appendix 3: Sample Project Layout</a>
Construction & Maintenance	Risk Assessment	7.4.3.1(d) 7.4.4.1(b)	<ul style="list-style-type: none"> <li>▪ Contractor has identified risks and mitigation measures related to interface with GTAA operations, tenants or occupants, general public or other contractors.</li> </ul>	<a href="#">Appendix 4: GTAA Sample Safety Risk Matrix</a>



## Construction Compliance & Permits Office

Toronto Pearson International Airport

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CLASS	PLAN ELEMENT	ACC REF	CRITERIA	REFERENCE
Construction & Maintenance	Hazard Assessment	7.4.3.1(e) 7.4.4.1(c)	<ul style="list-style-type: none"> <li>Contractor has assessed the overall scope of work by identifying tasks, hazards and control measures.</li> <li>Contractor has a daily task based hazard review process that is communicated daily.</li> <li>Approved by most senior person associated with the Work.</li> </ul>	<a href="#">Appendix 5: Job Hazard Analysis (JHA)</a>
Construction & Maintenance	Training Records	7.4.3.1(g) 7.4.4.1(e)	<ul style="list-style-type: none"> <li>Contractor has a training matrix for all staff assigned to the Work</li> <li>Contractor has a system to maintain records and make those records available for review at the Place of Work.</li> </ul>	<a href="#">Appendix 6: Training Matrix</a>
Construction	Communications Plan	7.4.3.1(h)	<p>Contractor has established a project specific communications plan that includes:</p> <ul style="list-style-type: none"> <li>Meetings</li> <li>Signage</li> <li>Postings</li> <li>JHSC, if required</li> <li>Safety Talks</li> </ul>	<a href="#">Appendix 7: Communications Plan</a>
Construction & Maintenance	Standards and Procedures	7.4.3.1(i) 7.4.4.1(f)	<p>Contractor has standards and procedures that include:</p> <ul style="list-style-type: none"> <li>Requirements of the Airport Construction Code</li> <li>Work specific contacts for approvals</li> </ul>	<a href="#">Appendix 8: Jobs Requiring Written Procedures</a>
Construction & Maintenance	Permits	2.4 7.1.6	<ul style="list-style-type: none"> <li>Contractor has identified all applicable permits required by the ACC and includes work specific contacts for approvals.</li> </ul>	<a href="#">Appendix 9: Permits</a>
Construction	Mobilization Plan	7.4.3.1(k) 7.6.3	<ul style="list-style-type: none"> <li>Contractor has established a Mobilization Plan for set-up of site offices, trailers and staging of equipment.</li> </ul>	
Construction	Orientation	7.4.3.1(l)	<ul style="list-style-type: none"> <li>Contractor has an orientation system for their own workers and contracted/ subcontracted workers and stakeholders, where required.</li> <li>Orientation adequately addresses the Project Specific Safety Plan.</li> </ul>	
Construction	Inspections	7.4.3.1(m)	<p>Contractor has a project specific inspection plan including responsible parties, corrective actions, etc. Inspections to consider:</p> <ul style="list-style-type: none"> <li>Supervisor Workplace Inspections</li> <li>Equipment Pre-project Certification</li> <li>Behavioural Inspections</li> <li>Safety Specialist Inspections</li> <li>Equipment Pre-use Inspections</li> <li>GTAA Inspections and Audits</li> <li>MOL/ESDC Inspections</li> <li>Work Safety Representative</li> </ul>	
Construction & Maintenance	Emergency Plan	7.3.1 7.4.3.1(n) 7.4.4.1(h)	<p>Contractor has a work-specific plan that addresses all potential emergencies and includes:</p> <ul style="list-style-type: none"> <li>GTAA Systems and Contacts</li> <li>All internal and external contacts including 24hr contact</li> <li>Work area layout and primary/secondary routes.</li> </ul>	<a href="#">Appendix 10: GTAA Emergency Checklist</a>



## Appendix 1 – Site Information

PROJECT INFORMATION	
Project Name:	
Project Number:	
Company Name:	
Client Representative(s):	
Area of Work:	
Parking Location:	
Laydown Location:	

SITE MANAGEMENT TEAM			
Name	Position	Cell Phone Number	E-Mail
	Construction Manager		
	Site Superintendent		
	H&S Representative		

CLIENT CONTACTS			
Name	Position	Cell Phone Number	E-Mail
	Project Manager		
	Project Coordinator		

AIRPORT OPERATIONS CENTRE	
<b>Emergency Line</b>	<b>(416) 776-3033</b>
Non-Emergency Line	(416) 776-3055

REGULATORY AGENCIES		
Agency	Office Phone Number	Contact Name (if applicable)
Ministry of Labour	(877) 202-0008	
TSSA	(416) 734-3300	
Electrical Safety Authority	(877) 372-7233	
Other		



## Appendix 2 – Contractor Monthly Safety Reports

Contractor:			
Project Name:			
Supervisor:		Report Period:	

NUMBER OF SUBCONTRACTORS


LOST TIME INJURIES

FIRST-AID INCIDENTS

MANHOURS

ORIENTATION

NUMBER OF WORKERS

MEDICAL AID INJURIES

INCIDENTS/ NEAR MISS

MANHOURS CUMULATIVE

ORIENTATION CUMULATIVE


### SUMMARY ACTIVITIES

**JSAs / Toolbox Talks / Training** (how many, topics, issues)

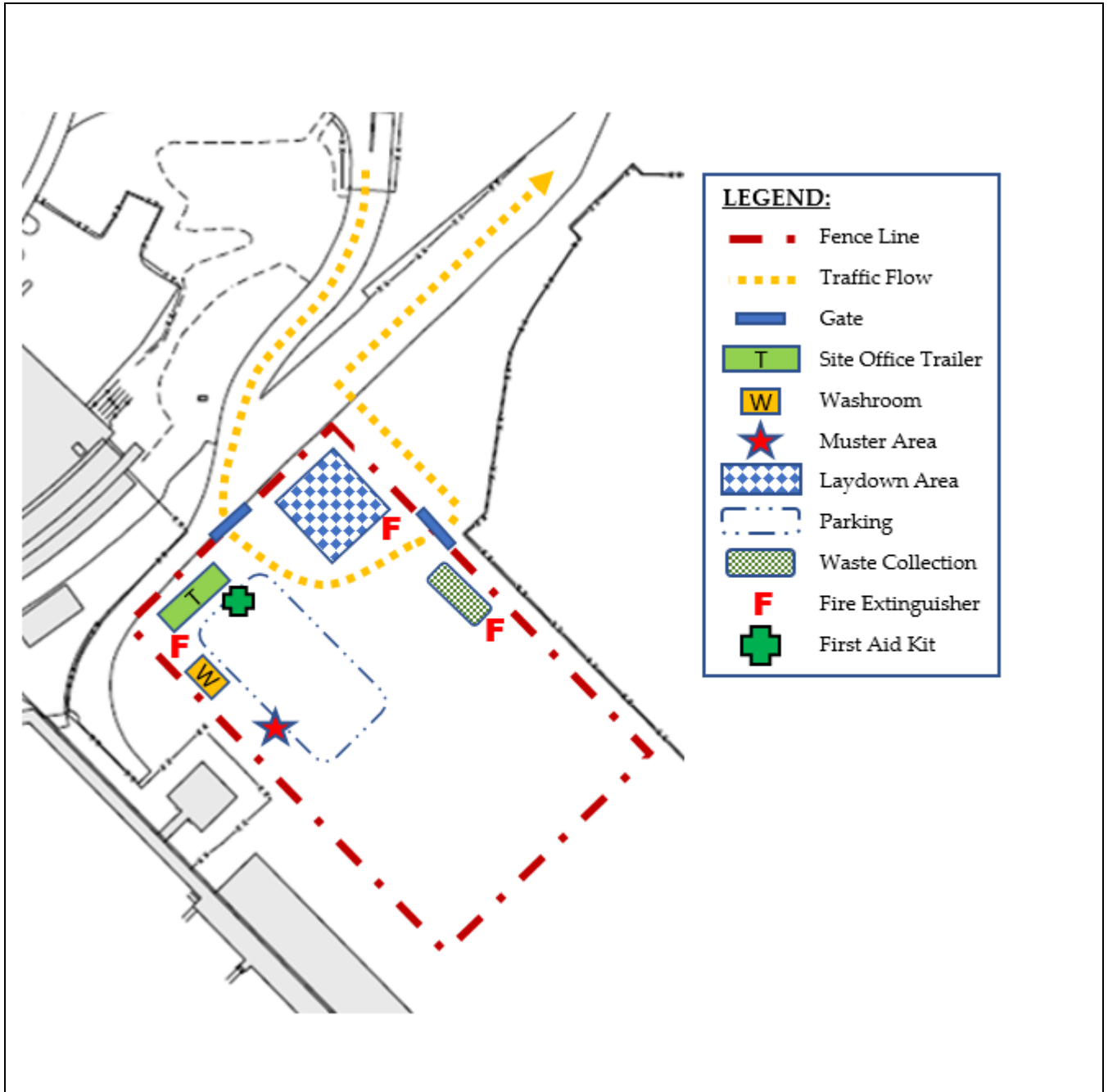

**Inspections** (type, how many, issues, actions)


**Incidents** (near miss, injury, good catches, corrective actions)


**Safety Meetings** (type, topics, issues, actions)




## Appendix 3 – Sample Project Layout





## Appendix 4 – GTAA Sample Safety Risk Matrix

RISK	CREATED BY	MITIGATION
Disruption of Airport Groundside and/or Terminal Operations Impact on General Public	<ul style="list-style-type: none"> <li>▪ Spills of hazardous materials</li> <li>▪ Migration of dusts/ mists/ fumes or vapours</li> <li>▪ Fire</li> <li>▪ Uneven or slippery walking surfaces</li> <li>▪ Rough walls or hoarding surfaces</li> <li>▪ Mobile equipment contacting persons, materials, fixtures, equipment or marking/ damaging floors</li> <li>▪ Mobile equipment emissions</li> <li>▪ Falling materials, equipment or structure</li> <li>▪ Use of tools causing sparks, flames or flying objects</li> <li>▪ Excessive noise Excessive vibration</li> <li>▪ Inadequate lighting</li> </ul>	<ul style="list-style-type: none"> <li>▪ FAP, Activity Permit for Terminal/ Groundside, Hot Work Permit, Materials Movement Form, as required.</li> <li>▪ Job Hazard Analyses and Procedures prepared and communicated to all workers and stakeholders, where necessary.</li> <li>▪ Scheduling of work to minimize disruption.</li> <li>▪ Eliminate or substitute hazardous materials to low VOC and ensure application through non-aerosol process.</li> <li>▪ Minimal quantities of hazardous materials and removal from terminal daily.</li> <li>▪ Fire extinguishing equipment and training.</li> <li>▪ Work areas hoarded or isolated, signed and access controlled to ensure access by unauthorized personnel is restricted.</li> <li>▪ Assess impact on walking surfaces and lighting. Ensure they are maintained, protected and/or alternative(s) are provided where required.</li> <li>▪ Selection and maintenance of equipment or tools to minimize emissions or migration of dusts, mists, fumes, vapours, sparks, flames, flying objects, noise or vibration.</li> <li>▪ Ventilation and containment methods to minimize emissions or migration of dusts, mists, fumes, vapours, sparks, flames, flying objects, noise or vibration.</li> </ul>
Disruption of Airport Airside Operations	<ul style="list-style-type: none"> <li>▪ Operation of equipment on tarmac or runway</li> <li>▪ Unauthorized access to airside work area</li> <li>▪ Foreign Object Debris (FOD)</li> <li>▪ Unattended equipment or materials</li> <li>▪ Incomplete barriers, signage or containment of work area</li> <li>▪ Inadequate preparation for weather conditions or emergencies</li> </ul>	<ul style="list-style-type: none"> <li>▪ FAP, Activity Permit for Airside.</li> <li>▪ Adequate AVOP license and or Airside Escort.</li> <li>▪ Storage, containment and removal of all materials which could become FOD.</li> <li>▪ Identification, attendance and removal of equipment from work areas as required.</li> <li>▪ Work areas are isolated, signed and access controlled to ensure access by unauthorized personnel is restricted.</li> <li>▪ Emergency Procedures are prepared and communicated.</li> <li>▪ Monitoring of weather to ensure preparations for excessive wind or rain which could disrupt or dislodge materials.</li> </ul>
Impact on Airport Systems	<ul style="list-style-type: none"> <li>▪ Life Safety Systems impact</li> <li>▪ Life Safety Systems outage</li> <li>▪ Electrical Systems impact</li> <li>▪ Electrical Systems usage</li> <li>▪ Electrical Systems tie-n</li> <li>▪ Other Energized Systems or utility impact</li> <li>▪ Other Energized Systems or utility tie-in</li> </ul>	<ul style="list-style-type: none"> <li>▪ FAP, Activity Permit, Shutdown request, Locates Request.</li> <li>▪ Job Hazard Analysis will identify live energized systems in work area.</li> <li>▪ Procedures prepared for isolation, zero energy, lock-out and encroachment of equipment or tools in these areas.</li> <li>▪ Relocate/shield at-risk equipment.</li> <li>▪ Authorized and controlled access (i.e. arc flash) to electrical rooms, utility corridors or other energized systems.</li> <li>▪ Ground disturbance, embedded services procedures implemented.</li> </ul>



## Appendix 4 – GTAA Sample Safety Risk Matrix Continued

RISK	CREATED BY	MITIGATION
Impact on Tenants	<ul style="list-style-type: none"> <li>▪ Uncoordinated restrictions to access of tenant workers, deliveries or patrons</li> <li>▪ Impact on tenant services i.e. electrical hazards to tenant workers</li> </ul>	<ul style="list-style-type: none"> <li>▪ FAP, Activity Permit - Terminal, Shutdown request, Locates request.</li> <li>▪ Pre-project meetings with Stakeholders.</li> <li>▪ Communications with tenants re: expected impact.</li> <li>▪ Scheduling of work to minimize disruption.</li> <li>▪ Work areas hoarded or isolated, signed and access controlled to ensure access by unauthorized personnel is restricted.</li> </ul>
Disruption of Access by General Public	<ul style="list-style-type: none"> <li>▪ Incomplete barriers, signage or containment of Roadwork</li> <li>▪ Unauthorized lane closures</li> <li>▪ Roadwork or lane closures during peak periods</li> <li>▪ Restriction of sidewalk/ Pedestrian ways</li> </ul>	<ul style="list-style-type: none"> <li>▪ FAP, Activity Permit - Groundside, Locates Request</li> <li>▪ Job Hazard Analysis.</li> <li>▪ Traffic plan, including Ontario Traffic Manual Book 7 provisions, where applicable.</li> <li>▪ Scheduling of work to minimize disruption.</li> <li>▪ Work areas isolated, signed and access controlled to ensure access by unauthorized personnel is restricted.</li> </ul>
Impact on other GTAA or Tenant Contractors	<ul style="list-style-type: none"> <li>▪ Sharing work areas</li> <li>▪ Sharing services</li> <li>▪ Common access for deliveries</li> <li>▪ Common area for lay down</li> </ul>	<ul style="list-style-type: none"> <li>▪ Contractor contracted as constructor, file NOP.</li> <li>▪ Clear definition of project and work areas.</li> <li>▪ Coordinated Construction Process per ACC Part 7.</li> <li>▪ Constructor Separation Plan.</li> <li>▪ Apply to a MOL Director to designate a part of a Project as a Project (O. Reg. 213/91, s. 4)</li> <li>▪ Projects separated in time or space.</li> <li>▪ Scheduling of shifts to minimize interface.</li> <li>▪ Work areas hoarded or isolated, signed and access controlled to ensure access by unauthorized personnel is restricted.</li> <li>▪ Lay down areas approved, signed and access controlled to ensure access by unauthorized personnel is restricted.</li> </ul>



## Appendix 5 – Job Hazard Analysis (JHA)

PRE-WORK ASSESSMENT		
BASIC JOB STEPS (break down the job into manageable steps/activities)	POTENTIAL HAZARDS (for each step identify the hazards)	CONTROL STRATEGIES/ RECOMMENDATIONS (select countermeasures to eliminate/ control/minimize the hazard)
1. Mobilization		
2. Access & Security Clearance		
3. Permits		
4. Laydown Area Identified		
DURING CONSTRUCTION WORK ASSESSMENT		
BASIC JOB STEPS (break down the job into manageable steps/ activities)	POTENTIAL HAZARDS (for each step identify the hazards)	CONTROL STRATEGIES/ RECOMMENDATIONS (select countermeasures to eliminate/ control/minimize the hazard)
1. Jobs and Steps	Site Conditions, Tools & Equipment	Responsibilities & Controls
2. Jobs and Steps	Site Conditions, Tools & Equipment	Responsibilities & Controls
3. Jobs and Steps	Site Conditions, Tools & Equipment	Responsibilities & Controls
4. Jobs and Steps	Site Conditions, Tools & Equipment	Responsibilities & Controls
CONSTRUCTION COMPLETION ASSESSMENT		
BASIC JOB STEPS (break down the job into manageable steps/ activities)	POTENTIAL HAZARDS (for each step identify the hazards)	CONTROL STRATEGIES/ RECOMMENDATIONS (select countermeasures to eliminate/ control/minimize the hazard)
1. Demobilization		
2. Clean-up		
3. Final Inspection		
4.		





## Appendix 6 – Training Matrix

Notes:

- Workers refer to all workplace parties, including workers exercising supervisory functions.
- Other workplace specific training may be required to conduct work activities safely.
- A record of training/ certification must be maintained on the worker and provided to the Site Superintendent, upon request.

TRAINING REQUIREMENTS	WHO?	LEGISLATION
Employers must appoint competent Supervisors, as defined in the Act.	Supervisors	OHSA, s.25(2)(c).
Workplace Hazardous Material Information System (WHMIS)	All Workers	WHMIS Regs.
MOL Worker Health and Safety Awareness in 4 Steps	All Workers and Supervisors	O. Reg. 297/13
MOL Supervisor Health and Safety Awareness in 5 Steps	Supervisors	O. Reg. 297/13
Working at Heights (From MOL Approved Training Provider)	All Workers who may use a fall protection system	O. Reg. 297/13 O. Reg. 213/91, s.26.2
Fire Extinguisher Training	Workers who may be required to use and inspect fire extinguishers.	O. Reg. 213/91, s.52.
Standard First Aid, AED, CPR	Workers in charge of First Aid Kit for 6 to 199 workers.	O. Reg. 632/05, s. 11, and Reg. 1101 s. (9) and (10)
Emergency First Aid, AED, CPR	Workers in charge of First Aid Kit for 1 to 5 workers.	Reg. 1101 s. (8)
Registered Nurse	Required to attend to First-Aid Kit and room when there are 200 or more workers.	Reg. 1101 s, 11(2)
Signalers	Workers directing, positioning and assisting vehicles and equipment onsite.	O. Reg. 213/91, s.106
Equipment Operators	Workers using equipment (including but not limited to mast-climbers, lift-trucks, zoom-booms, excavating equipment, etc.).	O. Reg. 213/91, s.96
Trade Certificates (Proof of Training Under the Trade Qualification and Apprenticeship Act)	HVAC, Plumbing, Electrical, Steam Fitters, Hoisting Engineer, Sheet Metal, Sprinkler.	Ontario College of Trades and Apprenticeship (2009)
Traffic Control	Workers conducting Traffic Control duties. Additional oral and written instructions specific to projects traffic management plan, also required.	O. Reg. 213/91, s.67 (6)
Worker Health and Safety Rep. (training on conducting their duties)	Worker Rep. elected by Workers (where JHSC not required).	OHSA, s.8
Hoisting Engineer - Mobile Crane Operator 1	Required for crane operators operating a crane capable of raising/lowering/moving weights more than 30,000 lb. Must hold a Certificate of Qualification and be licensed with training recognized by the Ministry of Education and Training.	O. Reg. 213/91, s. 150(1)(a)
Hoisting Engineer - Mobile Crane Operator 2	Required for crane operators operating a crane capable of raising/lowering/moving weights more than 16,000 lb but less than 30,000 lb. Must hold a Certificate of Qualification and be licensed with training recognized by the Ministry of Education and Training.	O. Reg. 213/91, s. 150(1)(b)



## Appendix 6 – Training Matrix Continued

TRAINING	WHO?	LEGISLATION
Hoisting Engineer - Tower Crane Operator	Required for crane operators operating a tower crane. Must hold a Certificate of Qualification and be licensed with training recognized by the Ministry of Education and Training.	O. Reg. 213/91, s. 150(1)(c)
Hoisting Engineer - Mobile Crane Operator 1 (Rotary Foundation Drill Rig)	Worker who operates a rotary foundation drill rig with an effective torque greater than 270 kN-m. Must hold a Certificate of Qualification and be licensed with training recognized by the Ministry of Education and Training.	O. Reg. 213/91, s. 156.8(1)
Hoisting Engineer - Mobile Crane Operator 1 or 2 (Rotary Foundation Drill Rig)	Worker who operates a rotary foundation drill rig with an effective torque between 190 and 270 kN-m. Must hold a Certificate of Qualification and be licensed with training recognized by the Ministry of Education and Training.	O. Reg. 213/91, s. 156.8(1)
Hoisting Engineer - Mobile Crane Operator 1 or 2 (Rotary Foundation Drill Rig)	Worker who operates a rotary foundation drill rig with an effective torque between 50 and 190 kN-m. Must hold a Certificate of Qualification and be licensed with training recognized by the Ministry of Education and Training.	O. Reg. 213/91, s. 156.8(3)
Rotary Foundation Drill Rig Training	Worker who operates a rotary foundation drill rig with an effective torque less than 50 kN-m.	O. Reg. 213/91, s. 156.6(1)
Cranes, Hoisting and Rigging - Inspection	<p>Professional Engineer or competent worker required for:</p> <ul style="list-style-type: none"> <li>▪ Person who inspects a crane to ensure its structural integrity before it is used to lift persons and every 12 months after that.</li> <li>▪ Worker who visually inspects the crane's structural elements and rigging equipment for defects before each use.</li> <li>▪ Worker who is involved with the hoisting operation of a device (platform, bucket, etc.) that is capable of moving and is supported by a cable attached to the boom.</li> <li>▪ Worker who sets-up, assembles, extends, and dismantles a crane or similar hoisting device.</li> <li>▪ Person who inspects structural elements and components of a tower crane before erection, before use, after erection, after any repairs, and at intervals no greater than 12 months.</li> <li>▪ Worker who performs operational tests on the automatic limit switches and overload limit devices of a tower crane.</li> <li>▪ Worker who visually inspects all cable used by a crane or similar hoisting device at least once a week when the device is being used.</li> </ul> <p>Person who inspects the supporting surface and path of travel of a rotary foundation drill rig.</p>	O. Reg. 213/91, s.153, s.154, s.158, s.159, s.161, and s.170
Hoisting and Rigging	Workers hoisting and rigging loads other than those specifically requiring the operator be licensed with training recognized by the Ministry of Education and Training.	O. Reg. 213/91, s. 150
Elevating Work Platforms	Workers using elevated work platforms. Must be trained on specific type of equipment being used.	O. Reg. 213/91, s. 147
Scaffold Erection/Dismantling/Alteration	Workers assembling/erecting/dismantling/altering scaffold.	O. Reg. 213/91, s. 131
Asbestos Awareness	Workers conducting Type 1 and Type 2 abatement.	O. Reg. 278/05 s.19(1) and (3)



## Appendix 6 – Training Matrix Continued

TRAINING	WHO?	LEGISLATION
Chain Saws	Workers using chain-saws.	O. Reg. 213/91, s.112
Propane and Natural Gas (TSSA CH-02 Certificate)	HVAC, Plumbers and Workers who handle, store, connect or operate/activate propane or natural gas fueled devices with an input of 400,000 BTU/h or less. ROT required with them at all times.	Fuel Industry Certificates, s.48
Propane and Natural Gas (TSSA RE-O Certificate)	Workers who handle, store, connect/disconnect or operate/activate propane fired tar pot heater with an input of any BTH/u. ROT required with them at all times.	Fuel Industry Certificates, s.51
JHSC Certification (Certified Member)	Certified members of JHSC.	OHSA, s.9
Confined Space Entry	Workers entering confined spaces.	O. Reg. 632/05, s.9 and s.9.1
Confined Space Rescue	Workers performing rescue operations related to confined spaces.	O. Reg. 632/05, s.9, s.9.1 and s.11
Asbestos Abatement Worker	Workers conducting Type 3 abatement operations.	O. Reg. 278/05, s.20(1)(a)
Asbestos Abatement Supervisor	Supervisors who are involved and overseeing Type # abatement operations.	O. Reg. 278/05, s.20(1)(b)
Explosive Actuated Fastening Tools	Workers using and in charge thereof.	O. Reg. 213/91, s.117
Suspended Work Platform System, Boatswains Chair, or Multi-Point Suspended Work Platform	Workers required to use, inspect, install, alter and/or dismantle a Suspended Work Platform System, Boatswains Chair, or Multi-Point Suspended Work Platform. Training must be on the specific equipment and must be based on the activity of the given worker.	O. Reg. 213/91, s.138, s.141, and s.142
Formwork and Falsework Inspection	Competent workers designated by P.Eng. to inspect formwork and falsework.	O. Reg. 213/91, s.89(3)
Carbon Monoxide Testing	Worker who carries out testing for airborne concentrations of carbon monoxide in an enclosed structure where an internal combustion engine is being operated.	O. Reg. 213/91, s.47(4)
Drowning - Rescue Operations	Workers who perform rescue operations if a worker may drown at a project. Note, at least 2 are required.	O. Reg. 213/91, s.27(2)
Personal Protective Equipment	Workers required to use or wear protective clothing or personal protective equipment/devices. Instruction and training must include the care, use and maintenance of PPE.	O. Reg. 213/91, s.21(3)
Roof Hoist Operator	Worker who operates a hoist used on a roof.	O. Reg. 213/91, s.209(2)
Workplace Violence and Harassment	All Workers. Training Must include information and instruction on the employer's workplace violence and harassment policy and program.	OHSA, s.32.0.5



## Appendix 7 – Communications Plan

METHOD	TARGET	CONTENT
Orientation	Contractor Management Contractor Workers Subcontractors Stakeholders, as required GTAA PM, as required	The Project Specific Safety Plan (PSSP) Orientation is delivered to all new and returning workers. The presentation will take _____ hrs. Workers will be required to sign-in and complete a quiz. Workers will receive a hard hat sticker and photo ID badge upon completion.
Meetings	Daily Pre-start Meeting	At Safety Board with all workers to review activities & JHA. Sign-in kept.
	Weekly Coordination	All contractor and subcontractor supervisors. Agenda, minutes kept
	Weekly GTAA Progress Review	Contractor PM, Supervisor, GTAA PM/ designate & stakeholders (as req'd)
	Joint Health and Safety Committee (JHSC)	Monthly meeting with all management & worker reps (as req'd) Agenda, minutes kept. Minutes posted
Safety Talks	Contractor Management Contractor Workers Subcontractors	Safety talks will be held weekly regarding issues relevant to the current work activities performed. The contractor will deliver Safety Talks for its workers & supervisors. Sign-in sheets will be maintained. Subcontractors must perform their own safety talks & submit weekly.
Postings	Office Safety Board Site Safety Board (if remote from site office or multiple work areas)	Postings Boards must be accessible to all workers and will contain; <ul style="list-style-type: none"> <li>▪ Occupational Health and Safety Act and Regulations for Construction Projects</li> <li>▪ Notice of Project</li> <li>▪ Contractor contacts and numbers</li> <li>▪ Form 1000 (all employers)</li> <li>▪ WSIB Form 82</li> <li>▪ MOL Poster – Prevention Starts Here</li> <li>▪ Employment Standards Poster</li> <li>▪ Hours of Work</li> <li>▪ Site Information</li> <li>▪ Name of Worker Health and Safety Representative</li> <li>▪ Joint Health and Safety Committee Minutes</li> <li>▪ Section 7 Airport Construction Code</li> <li>▪ GTAA Activity Permit</li> <li>▪ Other GTAA or Contractor Permits</li> <li>▪ Daily Job Safety Analysis/ Sign-in</li> <li>▪ Emergency Plan and Procedures</li> <li>▪ Incident Reporting Procedures</li> <li>▪ Project Layout</li> <li>▪ Traffic Plan, where required</li> </ul>
Signage	At entrance to Project/Work Area Where danger or hazard exists	Facility Alteration Permit (FAP) Placard Contractor Identification (name, phone, etc.) Personal Protective Equipment Requirements Security Signage Relevant DANGER or HAZARD Signage



## **Appendix 8 – Jobs Requiring Written Procedures**

The Project Manager and/or Supervisor must ensure job specific procedures and specifications are provided on site to define company and legislative expectations. These site procedures may include, however should not be limited to:

- Lock-out/ Zero Energy Requirements
- Hot Work Requirements
- Hoisting and Rigging
- Confined Space
- Scaffolds, Ladders and Work Platforms
- Asbestos Contact and Removal
- Fall Protection, Prevention and Rescue
- Equipment, Tools and Machinery
- Security and Access
- Air Quality and Dust Control
- Mobilization
- Emergency Procedure
- Workplace Inspections
- Falling Materials Prevention
- Roof Access
- Surface Penetration



## **Appendix 9 – Permits**

Depending on the project scope, there may be additional permits required beyond the Facility Alteration Permit. These permits include, however may not be limited to:

- Toronto Pearson Construction Activity Request
  - Includes Terminals, Groundside, Airside and Shutdown Requests
- Surface Penetration Checklist and Sign-offs Form
- Roof Access Permit
- Material Movement Form
- Crane Permit
- Fire Hydrant
- Hot Work Sign-off Checklist
- Security Impact Form
- Access to GTAA-managed asset areas

Additional information about these permits can be found on the GTAA website:

<https://www.torontopearson.com/en/businesspartners/forms/##>



## Appendix 10 – GTAA Emergency Checklist

### MEDICAL EMERGENCY CALL-OUT CHECKLIST

**BE CALM – BE CLEAR – BE CONCISE**

When reporting a medical emergency ensure that the patient wishes medical attention (if possible)

Report the emergency to the Airport Operations Centre's (AOC) Emergency Dispatch Number  
**(416) 776-3033**

**Airport  
Emergency  
Dispatch:  
(416) 776-3033**

The Dispatcher will need the following information from you:

#### REQUIRED INFORMATION:

- Location of patient (provide as much detail as possible)
- Your name
- Call-back telephone number
- Is the patient conscious?
- Is the patient breathing?
- Is there severe bleeding?
- Patient's gender?
- Patient's approximate age?
- Is any treatment being provided?
- Any information on prior medical history?

**Extra Copies are  
Available From:**

**GTAA  
Emergency Planning  
Division**

**416-776-3568**

**Or**

**416-776-3372**

#### Note:

If Medical Emergency is onboard aircraft do not deplane passengers or crew until patient is examined.

**KEEP THIS FORM NEAR YOUR TELEPHONE**