

Scaffold Depot

Safe Work Practices / Procedures / Instruction

SITE SPECIFIC “SAFETY PROGRAM”

Safety Bulletin Board

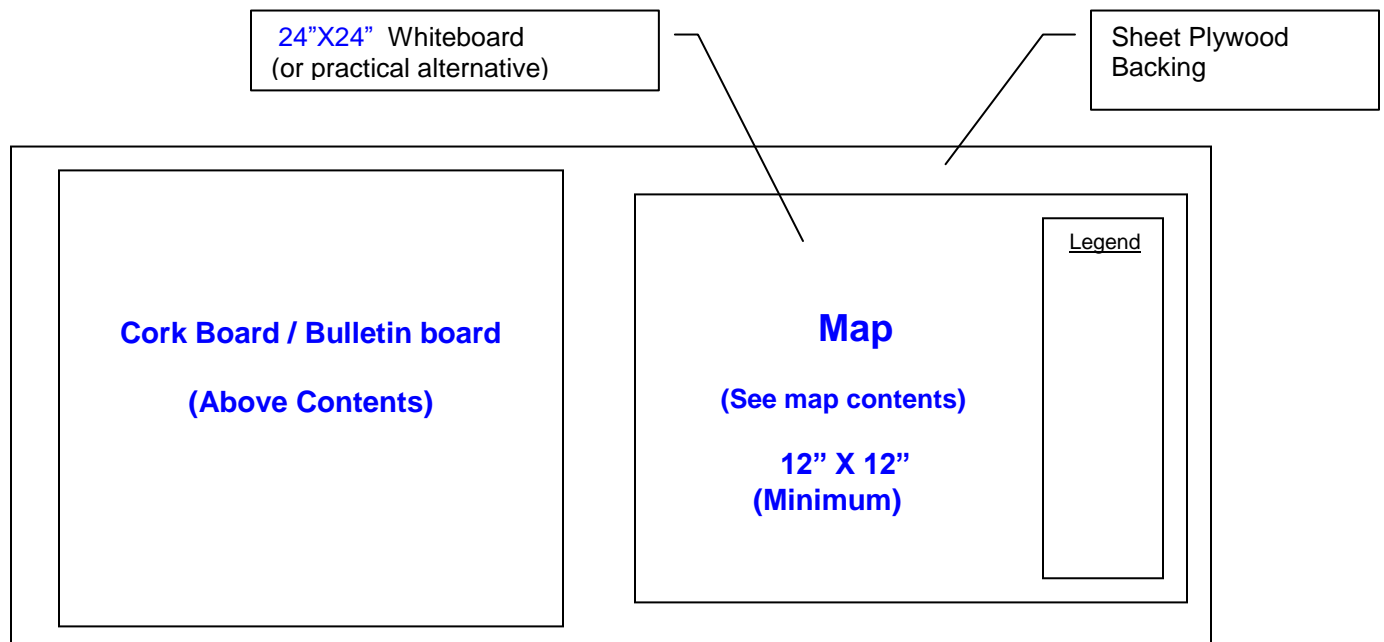
Construction: (see diagram for approx. recommended dimensions)

Construction of the “Safety Bulletin Board” should be assessed and constructed with particular consideration for the protection of its contents due to weather. The protection portion of the board for weatherproofing can be addressed by utilizing a Plexiglass covering (preferred) or a thick Poly covering etc. The Map portion of the board shall be made utilizing a means that allows for easy modifications as required. Updates of the program must be done as job conditions warrant.

The safety board shall be mounted on or near the principal construction site shelter and/or as close to the main entrance of the site and made easily accessible for workers, visitors, and inspectors to review. A sign **must** also be posted at the front (main) entrance stating “**ALL Visitors Must Report To Site Office**” to ensure that everyone entering the site will be introduced to the safety information this provides, along with assuring that everyone is given a site orientation.

The contents of the board shall include (but not limited to) the following...

1. Prime Contractor, Site location Address and Contact Phone Numbers
2. Site Specific Map indicating layout of site (see “Site Safety Plan Map Contents” next page)
3. Emergency Response/Evacuation Plan, Emergency Contact Numbers (Fire, Police, Ambulance, Utilities, Poison Control Centre, Site Superintendent, CSO, First Aid Attendant) / Route to Hospital
4. Safety Meeting Minutes (**Once a month**) / Tool Box Talks (**Once a week**) POSTED
5. Safety Officer “Site Inspection Concerns” (shall be posted when/where required)
6. Certified Registered Professionals / Engineering / WCB / Contact Phone Numbers
7. Permits / Orders / Variances / Safety Bulletins etc. (City By-Law / WCB / Provincial regulation(s))
8. Ongoing details relating to site progress, site access, fire protection facilities, storage etc.



The above diagram is the preferred layout. Construct and adjust size according to requirements.



Safe Work Practices / Procedures / Instruction

[Site Safety Plan Map Contents](#) (Should include the following... or as site specifications require)

1. Prime contractor and site location
2. Location of all construction Fences / Hoarding around job site
3. Location of sidewalks / Covered walkways / walkways
4. Location of foot bridges and motor vehicle ramps / parking
5. Location of material and personnel hoist(s) and loading areas
6. Location of waste material chutes and containers
7. Location of construction material storage
8. Location of all cranes-derricks and hoists
9. Location of stand pipe system
10. Fire Extinguisher and Air Horn Sentries
11. Designated Smoking Area
12. Sidewalk(s), road and all traffic information
13. Entrance(s) and Exit(s) to site
14. First Aid Room and ETV location
15. Muster Station
16. Temporary power panel and main breaker (where/when necessary)
17. Combustible Storage Area Material Storage Area
18. Out of Bounds or Off Limit areas
19. Washroom facilities and Lunch room area
20. Location of Building Progression (Update progress when/where required)
21. Traffic Control Program showing transition and termination areas (when/where required)
22. Location of excavation area, when/where required
23. Buildings and Landmarks (as progress dictates)
24. A legend referencing map symbols meanings used to mark certain items

Please note this map should be placed on the "[Safety Bulletin Board](#)" as close as possible to the entrance for visitor information and reference. The map should be a **minimum** of 12" x 12" or as large as possible (depending on site layout) to accommodate necessary items and be easily readable.

Scaffold Depot

Safe Work Practices / Procedures / Instruction

SCAFFOLD DEPOT CONTACTS		
Site supervisor:		Phone:
Workplace Health & Safety Officer: Name		Phone:
WORK INJURY OR MEDICAL TREATMENT		
Local medical centre – Address:		Phone:
Local hospital – Address: Address		Phone:
EMERGENCY SERVICES		
Police, Fire, Ambulance		Phone: Phone:
Clearly state to the emergency service the following information: Your name and the company site name. The exact address of the site & the location of the injured person (if applicable). A brief description of the incident that occurred or relevant information. A brief description of the suspected injuries [if you know] and the number of injured persons. DO NOT HANG UP until operator advises they have all necessary information. After any emergency service is called, phone the site supervisor as soon as possible.		
Other authorities need to be notified if there has been: (WorkSafeBC, Safety Authority) A death or serious injury on site causing the person to be hospitalized A fire, explosion or structural or other collapse, gas or other spill or leak or similar		
<u>Health and Safety Coordinators</u> Name: <u>Phone</u> Name: <u>Phone</u>	<u>After hours –</u> <u>Office Hours</u> Company – Fax: Project - Fax:	<u>Name / Phone</u> _____/_____ _____/_____ _____/_____ _____/_____ _____/_____



Safe Work Practices / Procedures / Instruction

EMERGENCY EVACUATION PROCEDURE

1. As soon as fire, or other threat is noticed, sound the horn/alarm and immediately evacuate area and notify others on site to do the same.
2. Do not attempt to fight fire unless properly trained and appropriate fire-extinguishing equipment available.
3. Notify Emergency Services **911**. Additional contact numbers on **Emergency Contacts List**
4. Encourage all persons on site to remain calm and orderly.
5. Shut down any and all equipment still operating.
6. Do not go back for tools, equipment or personal belongings. Do not attempt to move vehicles unless advised by emergency services.
7. If escaping through a smoke filled area, keep low to the floor [more oxygen] and move cautiously towards safe areas.
8. If trapped on a roof or higher level of the building, go to an outer window or space where a door can be shut and exit via scaffolding or attract attention from the window.
9. Once clear of the area and building – assemble at the muster station indicated on the site plan.

This SITE: Evacuation Plan

A large, empty rectangular box with a thin black border, intended for the site-specific evacuation plan.