GTAA Contractor Safety Plan Review

This document has been developed for Contractors to reference when preparing a **Project-Specific Safety Plan (PSSP) submittal as part of a Facility Alteration Permit (FAP) application**. The Contractor's PSSP should integrate construction-specific risks, hazards, and the Airport Construction Code's (ACC) requirements with the Contractor's existing safety program and procedures.

The PSSP is subject to the review and comments of the Independent Safety Compliance Consultant (ISCC) and at a minimum shall address the **elements outlined under ACC Subsection 7.4.3**. The ACC can be found online using this link: https://www.torontopearson.com/en/operators-at-pearson/construction.

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 ACC requirements.

The following breakdown outlines the requirements of a PSSP and provides detailed information regarding each plan element. This breakdown will include **Airside, Groundside or Terminal-specific** considerations when developing the PSSP as applicable.

A. NOTICE OF PROJECT (NOP)	
Considerations:	NOP lists a **clear description** of work including the GTAA Project Number and description of the **exact** place of work. The GTAA's NOP requirements are greater than Regulatory requirements – Reference the ACC 7.4.1.2 for the GTAA's requirements.
Context:	This document clearly establishes who is taking on the role of Constructor and who is responsible for health and safety on the project. The project dates listed on the NOP will match the FAP validity period.
Reference:	• Notice of Project Requirements • Section 6(1) of the Regulation for Construction Projects, O. Reg 213/91 • ACC 7.4.1.2 – General Requirements • ACC 7.4.3.1(a) – Submissions Required for Construction Projects • CCPO Guide - FAP Process NOP Requirements 2025 • Appendix 1 – Notice of Project

B. MINISTRY OF LABOUR FORM 1000	
Considerations:	Completed form is required, including the business registration information, WSIB fields and project information including the specific place of work.
Context:	Each constructor and employer engaged in a construction project in Ontario must complete this registration form. This form must be kept at the project while every employer is working there.
Reference:	• Ministry of Labour Form 1000 • Section 5 of the Regulation for Construction Projects, O. Reg 213/91 • ACC 7.4.1.1 – General Requirements • ACC 7.4.3.3(b) – Submissions Required for Construction Projects • Appendix 2 – Form 1000

C. SCOPE & AREAS OF WORK	
Considerations:	The scope of work is detailed, and the area(s) of work are specific to where the project is occurring at the Airport. Provide the area of work in a visual format and include any associated spaces i.e., office spaces, material storage and laydown, affected electrical or mechanical rooms, etc.
Context:	This information identifies the **exact work locations** and list of **work activities** that will be carried out during this project. If the project is planned to involve multiple phases that require modification to the site delineation, a layout for each phase should be included.
Reference:	• ACC 7.4.3.3(c) – Submissions Required for Construction Projects • ACC 7.6.3 – Mobilization and Phasing Plan

D. RISK ASSESSMENT			
Considerations:	A thorough risk assessment outlining the project's impact to Airport operations or a Tenant's facility (as applicable). The risk assessment should also include risks and mitigation measures identified in the project Threat/Hazard Identification and Risk Assessment (T/HIRA) (if applicable). Where the contractor is responsible for said mitigations, these should be detailed in the PSSP.		
Context:	The Risk Assessment identifies any impacts to Airport operations or a Tenant's facility by the execution of this project. If there are any impacts or disruptions to other stakeholders, this should be coordinated, and communication should be maintained as long as the issue is present. The coordination of and communication between projects and others would be a mitigation measure in the risk assessment.		
AIRSIDE	**GROUNDSIDE**	**TERMINALS**	
• Impact to employers (airlines), employees • Disruption of airport airside operations ▪ Aircraft Movement i.e., tugs/jet blast. • Impact on security gates, roadways ▪ System Shutdowns that may impact another project • Impact on tenants • Disruption of access by general public • Impact on other GTAA or tenant contractors ▪ Maintenance Activities (GTAA) ▪ Other Construction Projects (IT) ▪ Roof Access	• Impact to employers, employees • Disruption of airport operations ▪ System Shutdowns that may impact another project • Impact on tenants • Disruption of access by general public i.e., lane closures, restriction, or sidewalk/pedestrian ways • Impact on other GTAA or tenant contractors ▪ Maintenance Activities (GTAA) ▪ Other Construction Projects (IT) ▪ Roof Access	• Impact to employers, employees • Disruption of airport operations ▪ System Shutdowns that may impact another project • Impact on tenants • Disruption of access by general public i.e., incomplete barriers • Impact on other GTAA or tenant contractors ▪ Maintenance Activities (GTAA) ▪ Other Construction Projects (IT) ▪ Roof Access • Impact on Airport Systems i.e., life safety, electrical, HVAC, utilidors, water/wastewater, communications, people-moving devices	
Reference:	• ACC 7.4.3.3(d) – Submissions Required for Construction Projects • Appendix 6 – GTAA Sample Safety Risk Matrix		

E. HAZARD ASSESSMENT	
Considerations:	This assessment identifies hazards that are specific to the project, such as work activities that will be performed i.e., electrical work - electrocution is a potential hazard and the control measure is to apply Lock Out/Tag Out procedures. Mitigation measures should also reference the Airport Construction Code's requirements. The Contractor should include subcontracted work activities to have **one overall consolidated hazard assessment**. Additionally, the method in which the contractor communicates daily JSAs to workers and subcontractors should be outlined. Procedures specific to the project should be provided for higher risk activities i.e., electrical, hot work, fall prevention, hoisting/rigging, confined space work, surface penetration, public safety/ traffic control, etc.
Context:	The Hazard Assessment should include all work activities that will be performed on this project and respective hazards. This includes work performed by subcontractors. **Note**: The hazards listed in the following columns are specific to an airport environment. These lists are not inclusive of all hazards that may be present in the work activities carried out in the project scope.

AIRSIDE	GROUNDSIDE	TERMINALS

• PPE - high visibility gear
• Foreign Object Debris (FOD)
• Obstruction Limitation Surfaces (OLS) - use of cranes, lifting devices
• Lightning strobes
• Washroom placement and securing of portable facilities
• Jet blast
• Site delineation/ barriers/ spotter/ traffic control - bilingual signage
• Driving on airside - escort, security guards
• Wildlife control
• Weather conditions
• Prohibited use of certain substances/chemicals i.e., chlorides
• Security screening
• Restricted and Critical areas
• Utility Damage Prevention Program – Utility Locates, fuel lines, miscellaneous underground structures/utilities
• Surface Penetration Guideline applies to GTAA-owned buildings and facilities
• Laydown/storage areas where airside approval is required
• Stockpiles
• Trenches
• Noise
• Dust Control
• Vibration
• No smoking Policy
• Roof Access
	• Fire Safety/Hot Work
	• Working around UP Express
	• Maintenance of roads/ surfaces/ sidewalks
	• Working Near the Automated People Mover (APM)
	• Hoarding and Barriers - bilingual signage
	• Surface Penetrations Guideline applies to GTAA-owned buildings and facilities
	• Utility Damage Prevention Program – Utility Locates, fuel lines, miscellaneous underground structures/utilities
	• Protection of Property and Work in Progress
	• No smoking policy
	• Confined spaces
	• Work at heights
	  ▪ Use of GTAA owned anchor systems
	• Storage/Laydown of materials/ equipment
	• Movement/delivery of equipment/ tools/machinery
	  ▪ See Material Movement Form
	• Restrictions for using the people moving devices
	• Scheduling deliveries through the Logistics Partner.
	• Use of cranes and aerial devices
	• Traffic Control
	• System Shutdown Request
	• Energy Control i.e., electrical
		• Fire Safety/Hot Work
		• Tripping hazards
		• Hoarding and Barriers - bilingual signage
		• Surface Penetrations Guideline applies to GTAA-owned buildings and facilities
		• Protection of Property and Work in Progress
		• No smoking policy
		• Confined spaces
		• Work at Heights
		  ▪ Use of GTAA-owned anchor systems
		• Roof Access
		• Interior swing stages
		• Site delineation/ barriers/ spotter/ traffic control - bilingual signage
		• Material handling
		• Asbestos containing material
		• Storage/Laydown of materials/ equipment
		• Movement of equipment/ tools/ machinery
		  ▪ see Material Movement Form
		• Restrictions for using the people moving devices
		• Scheduling deliveries through the Logistics Partner.
		• Use of elevating/aerial devices
		• System Shutdown Request
		• Energy Control i.e., electrical
		• Emergency Protocols

E. HAZARD ASSESSMENT		
AIRSIDE	**GROUNDSIDE**	**TERMINALS**
• Emergency Protocols • System Shutdown Request • Energy Control i.e., electrical • Fire Safety/Hot Work • No open flame/cutting/welding etc. within 15m of aircraft/fueling operation.	• Roof Access • Emergency Protocols	
Reference:	• GTAA Surface Penetration Guideline • GTAA Hot Work Sign-Off Checklist • Working Near the Automated People Mover • Material Movement Form • Cranes and Aerial Devices • ACC 7.4.3.3(e) – Submissions Required for Construction Projects • ACC 7.6 – Contractor Safety Standards • Appendix 7 – Job Hazard Analysis (JHA)	

F. PROJECT PERSONNEL & RESPONSIBILITIES	
Considerations:	This should list all applicable staff and emergency contact numbers for the project, including 24H contacts, if applicable. Note: The 24H contact is the person who will be listed on the FAP placard. Responsibilities for each position should also be outlined to ensure compliance with the OHSA sections 23, 25, 26, 27, 28, and 32, and in accordance with the O. Reg. 213/91: Construction Regulations.
Context:	This allows the entire project team and stakeholders to know who to contact for day-to-day operations and emergencies.
Reference:	• ACC 7.4.3.3(f) – Submissions Required for Construction Projects • ACC 7.4.5 – Roles and Responsibilities • Appendix 3 – Site Information

G. TRAINING & COMPETENCY		
Considerations:	A training matrix/list that outlines the training required for each position level/trade. Training policy outlining how the employer maintains training records.	
Context:	This allows us to see what training is required for the work activities that will be performed on this project and ensure that workers are competent to not only perform the work but to work in specific work environments.	
AIRSIDE	**GROUNDSIDE**	**TERMINALS**
• SMS Awareness Training • Foreign Object Debris (FOD) Training • Human and Organizational Factors Training • Facility Control Measures and Evacuation Plan Airside Activity Permit	• Facility Control Measures and Evacuation Plan • Active Assailant Awareness Training	• Facility Control Measures and Evacuation Plan • Active Assailant Awareness Training

G. TRAINING & COMPETENCY	
Reference:	• GTAA Airside Training Requirements • GTAA Airport Security and Safety Awareness Training • Airside Activity Program eLearning • ACC 7.8.2.4 - Freight Elevator Training • ACC 7.4.3.3(g) – Submissions Required for Construction Projects • Appendix 8 – Training Matrix

H. COMMUNICATIONS	
Considerations:	A list of the different methods that will be used to communicate safety to the workers on site i.e., safety meetings, safety talks, postings, safety board, JHSC (where applicable), daily pre-start meetings, etc.
Context:	This demonstrates how safety is being communicated to everyone on site, from the site supervisor to the foremen, workers, and subtrades.
Reference:	• ACC 7.4.3.3(h) – Submissions Required for Construction Projects • Appendix 9 – Communications Plan

I. STANDARDS & PROCEDURES	
Considerations:	Safe work procedures that incorporate the requirements laid out in the Airport Construction Code.
Context:	Procedures need to be specific to the project and location, which is why contractors need to include specifics mentioned in the Airport Construction Code. This demonstrates the Contractor has read and understood the requirements and have embedded these requirements into their specific procedures.
Reference:	• ACC 7.4.3.3(i) – Submissions Required for Construction Projects • ACC 7.6 – Contractor Safety Standards • Appendix 10 – Job Requiring Written Procedures

J. PERMITS FOR WORK		
Considerations:	A list of all applicable permits required by the Airport Construction Code and includes work specific contacts for approvals.	
Context:	Depending on the type of work, time of shift, location, etc., permits are required, and work needs to be coordinated with Airport Operations.	
AIRSIDE	**GROUNDSIDE**	**TERMINALS**
• Airside Activity Permit • Roof Access Form • See ACC Appendix A Processes Links and Contacts for a list of all GTAA Approval Process Links.	• Groundside Activity Permit • Roof Access Form • See ACC Appendix A Processes Links and Contacts for a list of all GTAA Approval Process Links.	• Construction Activity Notice • Roof Access Form • See ACC Appendix A Processes Links and Contacts for a list of all GTAA Approval Process Links.
Reference:	• GTAA Construction Activity Requests & Permits • ACC 7.4.3.3(j) – Submissions Required for Construction Projects • ACC Appendix A – Processes Links and Contacts • Appendix 11 – Permits for Work	

K. MOBILIZATION & PHASING PLAN	
Considerations:	A visual layout of the work area and plan outlining the requirements set out in the Airport Construction Code section 7.6.3. Provide the area of work in a visual format and include any associated spaces i.e., office spaces, material storage and laydown, affected electrical or mechanical rooms, etc.
Context:	The mobilization plan illustrates the construction work area and its surroundings. This plan assists stakeholders in their review to identify any potential operational impact.

AIRSIDE	**GROUNDSIDE**	**TERMINALS**
• Assessment of existing site conditions • Trailer or office location • Traffic plan ▪ Traffic route identified ▪ Traffic control persons, access gates, authorized routes ▪ Anticipated volume of traffic i.e., # of trucks per day, day/night shift. ▪ Coordinate to not have contractors all use the road at the same time i.e., staggered shifts, scheduling of major deliveries ▪ Clearance for aircraft and ground service equipment • Material and machinery movement • Pedestrian safety measures • Parking • Laydown areas • Fire extinguisher staging areas • Compressed gas storage • Fencing, hoarding, and public way protection ▪ Use of filter cloth • Location of all waste containers • Access/egress routes ▪ Security Gates to be used • Fire, first-aid, emergency facilities, and evacuation gathering areas • Washroom facilities • Lunchroom, break, and smoking areas • Timelines and work areas for each stage/phase of the project.	• Assessment of existing site conditions • Trailer or office location • Traffic plan • Traffic route identified • Traffic control persons, authorized routes • Anticipated volume of traffic i.e., # of trucks per day, day/night shift. • Coordinate to not have contractors all use the road at the same time i.e., staggered shifts, scheduling of major deliveries • Material and machinery movement • Pedestrian safety measures • Parking • Laydown areas • Fire extinguisher staging areas • Compressed gas storage • Fencing, hoarding, and public way protection • Use of filter cloth • Location of all waste containers • Access/egress routes • Fire, first-aid, emergency facilities, and evacuation gathering areas • Washroom facilities • Lunchroom, break, and smoking areas • Timelines and work areas for each stage/phase of the project.	• Assessment of existing site conditions • Trailer or office location • Traffic plan • Traffic control persons, authorized path of travel • Material and machinery movement • Pedestrian safety measures • Parking • Laydown areas • Fire extinguisher staging areas • Compressed gas storage • Fencing, hoarding, and public way protection • Use of filter cloth • Location of all waste containers • Access/egress routes • Fire, first-aid, emergency facilities, and evacuation gathering areas • Washroom facilities • Lunchroom, break, and smoking areas • Timelines and work areas for each stage/phase of the project.

Reference:	• ACC 7.4.3.3(k) – Submissions Required for Construction Projects • ACC 7.6.3 – Mobilization Plan • Appendix 5 – Sample Project Layouts

L. INDUCTION & ORIENTATION	
Considerations:	An orientation system for their own workers and contracted/subcontracted workers and stakeholders.
Context:	The safety plan should outline how and when the orientation will be delivered. The orientation must adequately address the Project-Specific Safety Plan (PSSP). The safety plan must also be made available and/or accessible to all workers on site for daily reference.
Reference:	• ACC 7.4.3.3(l) – Submissions Required for Construction Projects

M. COMPLIANCE ASSURANCE PLAN		
Considerations:	A plan outlining project-specific inspections that are to be carried out throughout the project.	
Context:	This allows us to see how the contractor ensures that their site and equipment are being managed and operated safely. This also highlights the responsibilities of site personnel for conducting these inspections/checks and the tracking of any corrective actions.	
AIRSIDE	**GROUNDSIDE**	**TERMINALS**
• Supervisor workplace inspections • Equipment pre-project certification • Equipment pre-use inspections • Vehicle circle checks and inspections • Internal audits • Behavioural audits • Safety representative inspections • GTAA inspections and audits • MOL/Labour Canada inspections	• Supervisor workplace inspections • Equipment pre-project certification • Equipment pre-use inspections • Vehicle circle checks and inspections • Internal audits • Behavioural audits • Safety representative inspections • GTAA inspections and audits • MOL/Labour Canada inspections	• Supervisor workplace inspections • Equipment pre-project certification • Equipment pre-use inspections • Vehicle circle checks and inspections • Internal audits • Behavioural audits • Safety representative inspections • GTAA inspections and audits • MOL/Labour Canada inspections
Reference:	• ACC 7.4.3.3(m) – Submissions Required for Construction Projects	

N. EMERGENCY PLAN		
Considerations:	A project-specific emergency plan that addresses all potential emergencies.	
Context:	The emergency plan must be specific to the project location and include reference to reporting emergencies through the Airport Operation Centre (AOC) by calling the Airport emergency dispatch number: 416-776-3033. There should be no reference to 911 for project areas within the GTAA's Emergency Services Response Boundary, as the Airport will dispatch immediate assistance.	
AIRSIDE	**GROUNDSIDE**	**TERMINALS**
• Emergency vulnerabilities (medical, fire, spill, etc.) • Reporting Procedures/ Calling AOC • Notifying the GTAA PM/ Contract Administrator and CCPO • Evacuation Procedures • Designated Gathering Area • GTAA systems and contacts • All internal and external contacts including 24H contact • Work area layout and primary/secondary routes	• Emergency vulnerabilities (medical, fire, spill, etc.) • Reporting Procedures/ Calling AOC • Notifying the GTAA PM/ Contract Administrator and CCPO • Evacuation Procedures • Designated Gathering Area • GTAA systems and contacts • All internal and external contacts including 24H contact • Work area layout and primary/secondary routes	• Emergency vulnerabilities (medical, fire, spill, etc.) • Reporting Procedures/ Calling AOC • Notifying the GTAA PM/ Contract Administrator and CCPO • Evacuation Procedures • Designated Gathering Area • GTAA systems and contacts • All internal and external contacts including 24H contact • Work area layout and primary/secondary routes

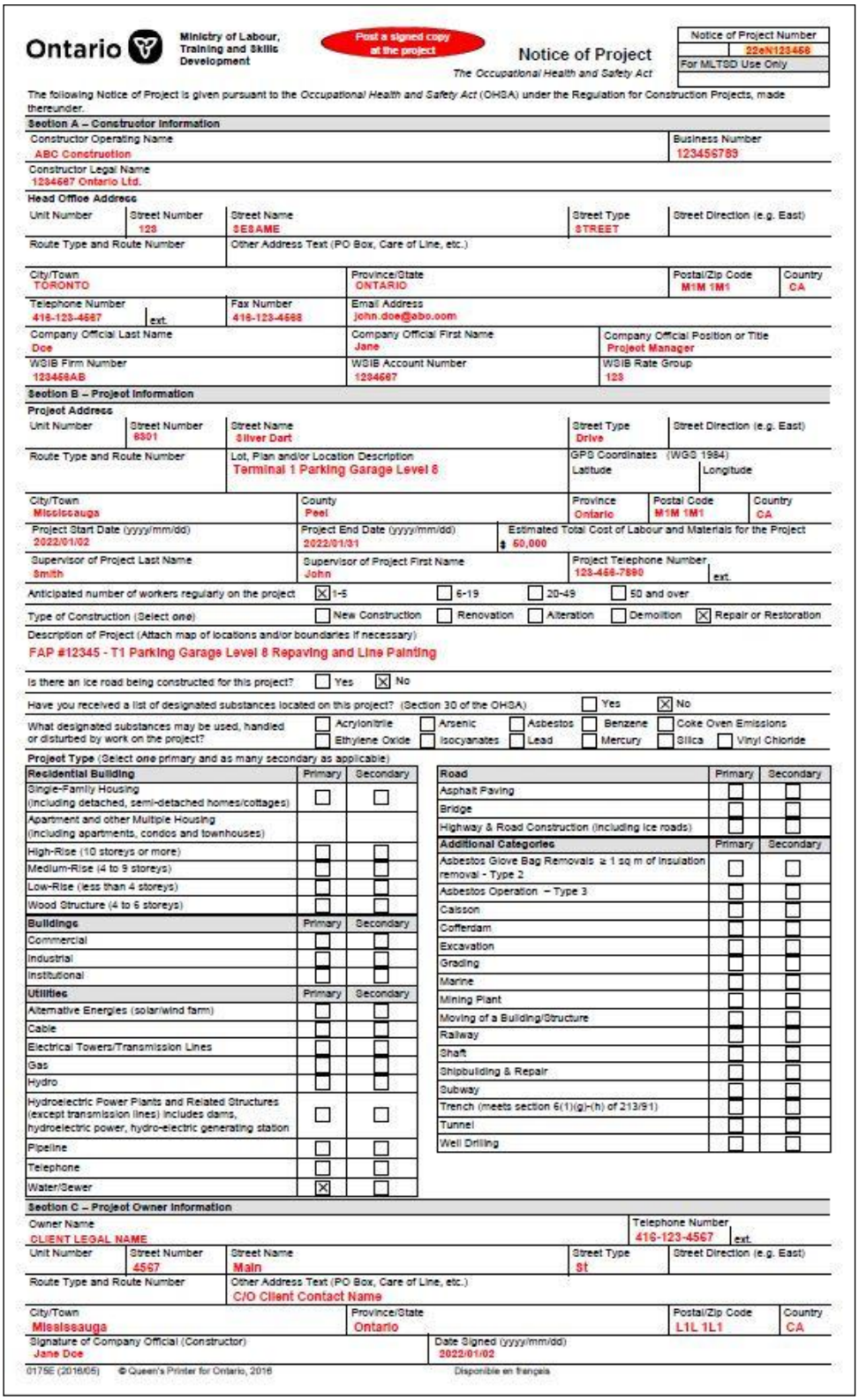
N. EMERGENCY PLAN		
Reference:	• ACC 7.2 – GTAA Reporting Systems • ACC 7.3 – Emergency Response Planning • ACC 7.4.3.3(n) – Submissions Required for Construction Projects • ACC Appendix E – Toronto Pearson Fire & Emergency Services Response Boundary Map • Appendix 12 – GTAA Emergency Checklists	

O. INCIDENT REPORTING, INVESTIGATION & TRACKING	
Considerations:	A procedure specific for working at the GTAA where the Airport Operations Centre, CCPO, and the GTAA Project Manager/ Contract Administrator are notified in the event of an incident.
Context:	The Contractor has the responsibility to ensure procedures are being followed on the project, including the communication and investigation of all incidents that occur.
Reference:	• ACC 7.2 – GTAA Reporting Systems • ACC 7.4.3.3(o) – Submissions Required for Construction Projects • ACC 7.4.5.3 – Health and Safety Performance • Appendix 4 – Contractor Monthly Safety Reports

P. SUBCONTRACTOR MANAGEMENT PLAN	
Considerations:	A plan outlining how the Constructor will manage its subcontractors and how they will work collaboratively. This includes the review of subcontractor safe work procedures, hazard assessments, communication protocol between the Constructor and subcontractor, etc.
Context:	It's the Constructor's responsibility to manage and oversee subcontractors' work and to ensure the PSSP accounts for all subcontracted work. The CCPO does not review subcontractors' submissions independently.
Reference:	• ACC 7.4.3.3(p) – Submissions Required for Construction Projects

Q. HEALTH & HYGIENE		
Considerations:	A procedure outlining the measures that will be taken to ensure cleanliness and health on site.	
Context:	The Constructor is responsible for ensuring that facilities such as toilets and clean-up facilities are provided or arranged for workers before work has started at a project and that workers at the project have reasonable access to these facilities.	
AIRSIDE	**GROUNDSIDE**	**TERMINALS**
• Portable toilets that are secured, cleaned on a regular basis, and equipped with hand sanitization, towel paper, water, etc.	• Portable toilets that are secured, cleaned on a regular basis, and equipped with hand sanitization, towel paper, water, etc.	
Reference:	• ACC 7.4.3.3(q) – Submissions Required for Construction Projects	

Appendix 1 – Notice of Project



Ontario — Ministry of Labour, Training and Skills Development

Post a signed copy at the project

Notice of Project
The Occupational Health and Safety Act

Notice of Project Number: 22eN123456
For MLTSD Use Only

The following Notice of Project is given pursuant to the *Occupational Health and Safety Act* (OHSA) under the Regulation for Construction Projects, made thereunder.

Section A – Constructor Information

Constructor Operating Name: ABC Construction	Business Number: 123456789
Constructor Legal Name: 1234567 Ontario Ltd.	

Head Office Address

Unit Number	Street Number	Street Name	Street Type	Street Direction (e.g. East)
	123	SESAME	STREET	

Route Type and Route Number: | Other Address Text (PO Box, Care of Line, etc.):

City/Town	Province/State	Postal/Zip Code	Country
TORONTO	ONTARIO	M1M 1M1	CA

Telephone Number	ext.	Fax Number	Email Address
416-123-4567		416-123-4568	john.doe@abc.com

Company Official Last Name	Company Official First Name	Company Official Position or Title
Doe	Jane	Project Manager

WSIB Firm Number	WSIB Account Number	WSIB Rate Group
123456AB	1234567	123

Section B – Project Information

Project Address

Unit Number	Street Number	Street Name	Street Type	Street Direction (e.g. East)
	6301	Silver Dart	Drive	

Route Type and Route Number: | Lot, Plan and/or Location Description: Terminal 1 Parking Garage Level 6 | GPS Coordinates (WGS 1984) Latitude / Longitude

City/Town	County	Province	Postal Code	Country
Mississauga	Peel	Ontario	M1M 1M1	CA

Project Start Date (yyyy/mm/dd)	Project End Date (yyyy/mm/dd)	Estimated Total Cost of Labour and Materials for the Project
2022/01/02	2022/01/31	$ 50,000

Supervisor of Project Last Name	Supervisor of Project First Name	Project Telephone Number	ext.
Smith	John	123-456-7890	

Anticipated number of workers regularly on the project: [X] 1-5 [ ] 6-19 [ ] 20-49 [ ] 50 and over

Type of Construction (Select one): [ ] New Construction [ ] Renovation [ ] Alteration [ ] Demolition [X] Repair or Restoration

Description of Project (Attach map of locations and/or boundaries if necessary):
FAP #12345 - T1 Parking Garage Level 6 Repaving and Line Painting

Is there an ice road being constructed for this project? [ ] Yes [X] No

Have you received a list of designated substances located on this project? (Section 30 of the OHSA) [ ] Yes [X] No

What designated substances may be used, handled or disturbed by work on the project? [ ] Acrylonitrile [ ] Arsenic [ ] Asbestos [ ] Benzene [ ] Coke Oven Emissions [ ] Ethylene Oxide [ ] Isocyanates [ ] Lead [ ] Mercury [ ] Silica [ ] Vinyl Chloride

Project Type (Select one primary and as many secondary as applicable)

Residential Building	Primary	Secondary
Single-Family Housing (including detached, semi-detached homes/cottages)	[ ]	[ ]
Apartment and other Multiple Housing (including apartments, condos and townhouses)		
High-Rise (10 storeys or more)	[ ]	[ ]
Medium-Rise (4 to 9 storeys)	[ ]	[ ]
Low-Rise (less than 4 storeys)	[ ]	[ ]
Wood Structure (4 to 6 storeys)	[ ]	[ ]
Buildings	**Primary**	**Secondary**
Commercial	[ ]	[ ]
Industrial	[ ]	[ ]
Institutional	[ ]	[ ]
Utilities	**Primary**	**Secondary**
Alternative Energies (solar/wind farm)	[ ]	[ ]
Cable	[ ]	[ ]
Electrical Towers/Transmission Lines	[ ]	[ ]
Gas	[ ]	[ ]
Hydro	[ ]	[ ]
Hydroelectric Power Plants and Related Structures (except transmission lines) includes dams, hydroelectric power, hydro-electric generating station	[ ]	[ ]
Pipeline	[ ]	[ ]
Telephone	[ ]	[ ]
Water/Sewer	[X]	[ ]

Road	Primary	Secondary
Asphalt Paving	[ ]	[ ]
Bridge	[ ]	[ ]
Highway & Road Construction (including ice roads)	[ ]	[ ]
Additional Categories	**Primary**	**Secondary**
Asbestos Glove Bag Removals ≥ 1 sq m of insulation removal - Type 2	[ ]	[ ]
Asbestos Operation – Type 3	[ ]	[ ]
Caisson	[ ]	[ ]
Cofferdam	[ ]	[ ]
Excavation	[ ]	[ ]
Grading	[ ]	[ ]
Marine	[ ]	[ ]
Mining Plant	[ ]	[ ]
Moving of a Building/Structure	[ ]	[ ]
Railway	[ ]	[ ]
Shaft	[ ]	[ ]
Shipbuilding & Repair	[ ]	[ ]
Subway	[ ]	[ ]
Trench (meets section 6(1)(g)-(h) of 213/91)	[ ]	[ ]
Tunnel	[ ]	[ ]
Well Drilling	[ ]	[ ]

Section C – Project Owner Information

Owner Name	Telephone Number	ext.
CLIENT LEGAL NAME	416-123-4567	

Unit Number	Street Number	Street Name	Street Type	Street Direction (e.g. East)
	4567	Main	St	

Route Type and Route Number: | Other Address Text (PO Box, Care of Line, etc.): C/O Client Contact Name

City/Town	Province/State	Postal/Zip Code	Country
Mississauga	Ontario	L1L 1L1	CA

Signature of Company Official (Constructor)	Date Signed (yyyy/mm/dd)
Jane Doe	2022/01/02

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Refer to the CCPO Guide to determine whether a Notice of Project (NOP) is required for your project:

- CCPO Guide - FAP Process NOP Requirement

Each Section of the Notice of Project must be completed in full. Be sure to include:

- Constructor's Information
- WSIB Account Information
- Clear description of the Area and Specific Location of Work
- Accurate Project Start and End date (FAP validity period will match these project dates)
- Supervisor's Name and Phone Number
- Anticipated Number of Workers
- Clear description of the Project including the FAP Number (if available)
- Section C must list the Project Owner (Client)

Appendix 2 – Form 1000

Each section of the Registration of Constructors and Employers Engaged in Construction (Form 1000) must be completed in full.

Ontario Ministry of Labour

Registration of Constructors and Employers Engaged in Construction

Pursuant to section 5 of the Regulation for Construction Projects made under the Occupational Health and Safety Act, "Before beginning work at a project, each constructor and employer engaged in construction shall complete an approved registration form. The constructor shall ensure that each employer at the project provides to the constructor a completed approved registration form; and a copy of the employer's completed form is kept at the project while the employer is working there."

Fields marked with an asterisk (*) are mandatory.

Nature of Business (check one) *

☐ Individual ☐ Sole Proprietor ☐ Corporation ☐ Partnership ☐ Joint Venture

Sole Proprietor or Corporation Name *

Operating Name*	Business Number
Legal Name	Corporation Number

Business Address

Unit Number	Street Number*	Street Name*	Street Type	Street Direction
PO Box	Rural Route	City/Town*	Province*	Postal Code*
Telephone Number*	Fax Number	Email Address (if available)		

Business Registration Information

Harmonized Sales Tax Number	WSIB Firm Number	WSIB Rate Number
Do you have a clearance certificate? ☐ Yes ☐ No		Certificate Number

Project Information

Average number of employees employed by your firm on the project * ☐ 1 - 5 ☐ 6 - 19 ☐ 20 - 49 ☐ 50+

Project Location

Does the project have a street address? ☐ Yes ☐ No

Location - street address

Unit Number	Street Number	Street Name	Street Type	Street Direction
City/Town	Province	Postal Code	Workplace Telephone Number	

Acknowledgement *

☐ I confirm that I am authorized to complete this form.
I hereby certify that the information provided is true and correct to the best of my knowledge.

Last name of person completing this form *	First name of the person completing this form *
Title *	Date (yyyy/mm/dd) *
Email Address *	

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Appendix 3 – Site Information

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

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

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

AIRPORT OPERATIONS CENTRE	
Emergency Line	**(416) 776-3033**
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 4 – Contractor Monthly Safety Reports

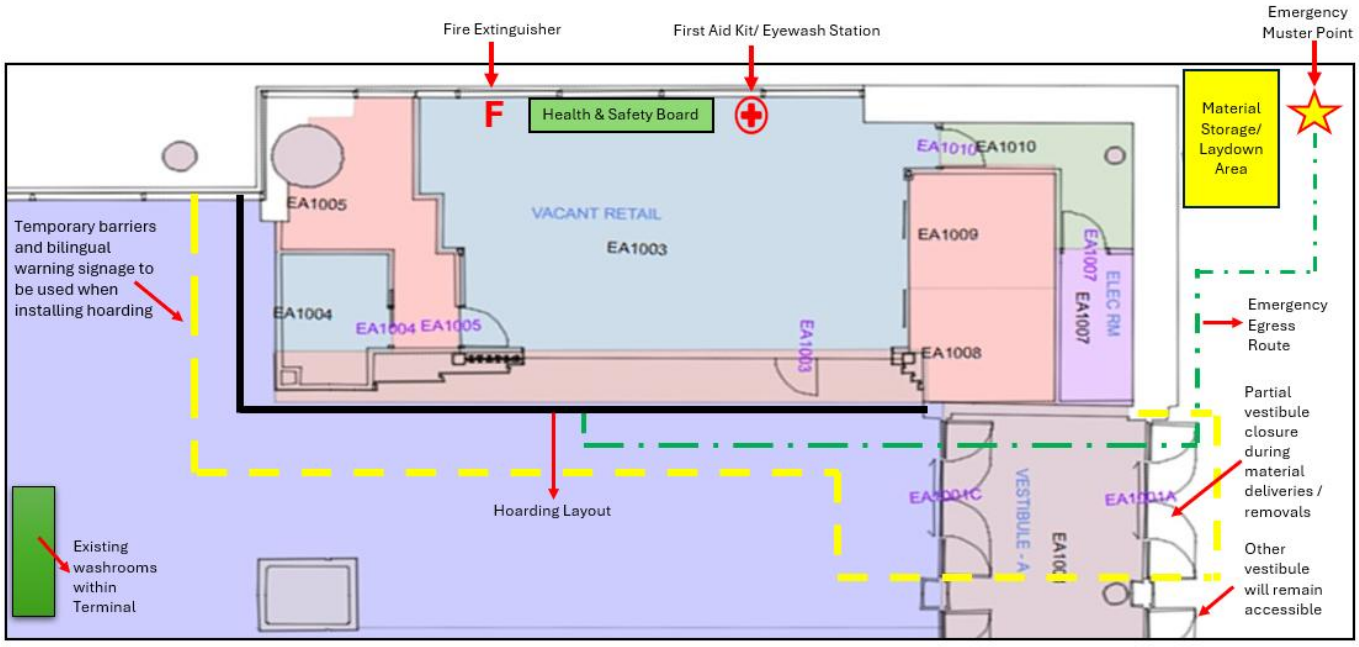
Contractor:			
Project Name:			
Supervisor:		Report Period:	

Lost-Time Injuries (Count)		Number of Workers (incl. subs)	
Non-Lost Time Injuries (Count)		Number of Supervisors (incl. subs)	
Near Miss Incidents (Count)		Orientations Completed – Month	
Property Damage Incidents (Count)		Orientations Completed – Cumulative	
Hours Worked – Month (incl. subs)		Safety Meetings Held – Month	
Hours Worked – Cumulative (incl. subs)		Safety Meetings Held – Cumulative	
Hazard Assessments Completed – Month		Workplace Inspections Completed	
Hazard Assessments Completed - Cumulative		Orders Issued by an Authority Having Jurisdiction (MOL, TSSA, ESA)	

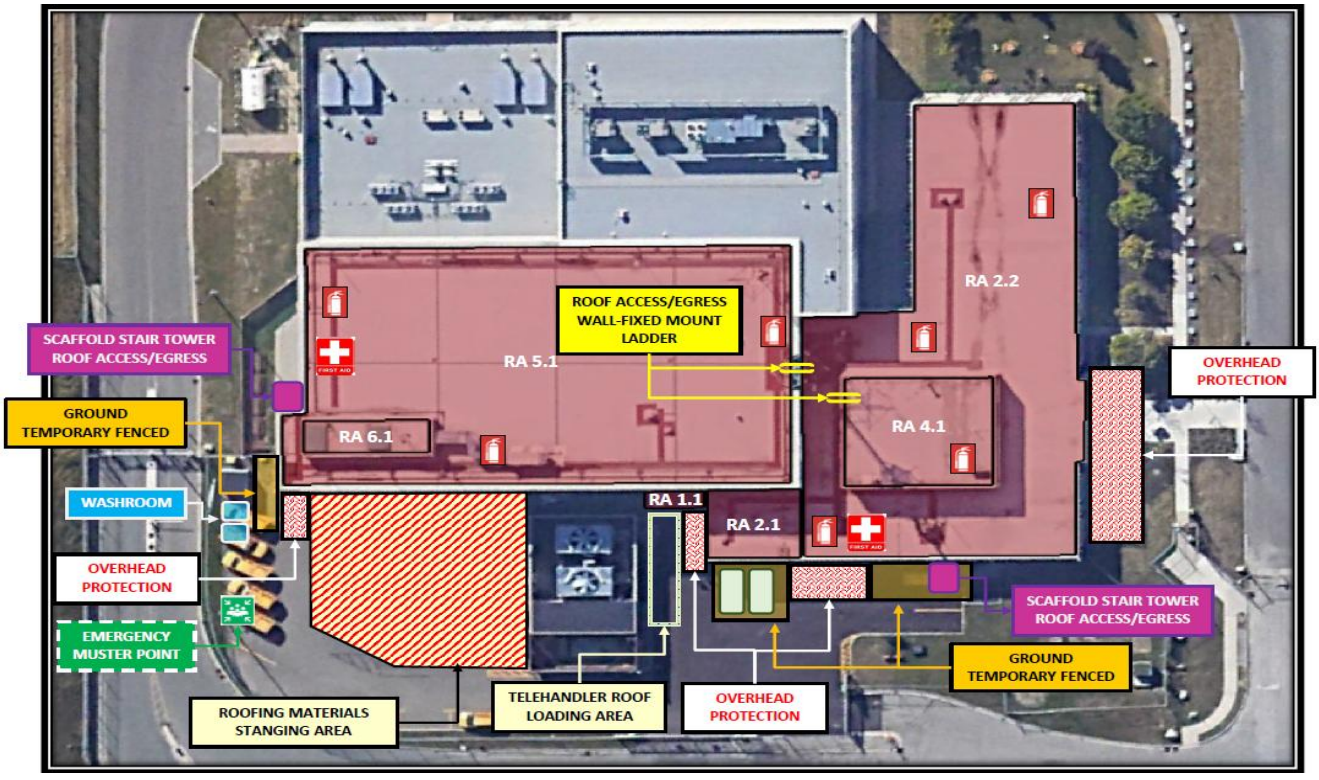
SUMMARY ACTIVITIES
JSAs / Toolbox Talks / Training (how many, topics, issues)
Inspections (type, how many, issues, actions)
Summary of Incidents, Injuries, Near Misses and Property Damage (good catches, corrective actions)
Safety Meetings (type, topics, issues, actions)

Appendix 5 – Sample Project Layouts

Sample Interior Layout



Sample Exterior Layout



Appendix 6 – GTAA Sample Safety Risk Matrix

The risk assessment must include a thorough assessment of all impacts along the route to the work area, within the space and around the work area (above, below and around the space). A Risk Assessment table specific to your project must be included in the PSSP. To complete the risk assessment, ask how the project will affect the normal operation of the work area:

- Is there a requirement to work within or near an operational space?
- Will this work have any impact or disruption to normal Operations i.e., relocation of occupants, pedestrian/vehicle traffic detours, etc.?
- Are you required to schedule this work to minimize disruption to Operations i.e., after hours, specific delivery times, etc.
- Is there a requirement to work outside of the main work area i.e., under slab work, conduit installation, access to electrical or mechanical rooms, etc.
- Is a laydown area required for materials, equipment, or tools outside of the main work area?
- Is there potential for excessive noise, dust, or vibration to affect areas outside of the main work area?
- Will this work require a system shutdown i.e., Life Safety System, Electrical, HVAC, people moving device, or other Energized Systems?
- How are materials, equipment, or tools being delivered to the work area i.e., loading dock use, freight elevators, curbside delivery, airside delivery?
- Will the work area delineation create an obstruction to fire exits, fire house cabinets, automated external defibrillator (AED), security cameras, equipment rooms, etc.?
- How are waste materials being stored and removed from the site?

Risk	How is this impact created?	How is this impact minimized?
Will this work have any impact on or disruption to Airport Groundside and/or Terminal Operations and/or Impact on General Public	▪ Spills of hazardous materials ▪ Migration of dusts/ mists/ fumes or vapours ▪ Fire ▪ Uneven or slippery walking surfaces ▪ Rough walls or hoarding surfaces ▪ Mobile equipment contacting persons, materials, fixtures, equipment or marking/ damaging floors ▪ Mobile equipment emissions ▪ Falling materials, equipment or structure ▪ Use of tools causing sparks, flames or flying objects ▪ Excessive noise ▪ Excessive vibration ▪ Inadequate lighting	▪ FAP, Activity Permit for Terminal/ Groundside, Hot Work Permit, Materials Movement Form, as required. ▪ Job Hazard Analyses and Procedures prepared and communicated to all workers and stakeholders, where necessary. ▪ Scheduling of work to minimize disruption. ▪ Eliminate or substitute hazardous materials to low VOC and ensure application through non-aerosol process. ▪ Minimal quantities of hazardous materials and removal from terminal daily. ▪ Fire extinguishing equipment and training. ▪ Work areas hoarded or isolated, signed and access controlled to ensure access by unauthorized personnel is restricted. ▪ Assess impact on walking surfaces and lighting. Ensure they are maintained, protected and/or alternative(s) are provided where required. ▪ Selection and maintenance of equipment or tools to minimize emissions or migration of dusts, mists, fumes, vapours, sparks, flames, flying objects, noise, or vibration. ▪ Ventilation and containment methods to minimize emissions or migration of dusts, mists, fumes, vapours, sparks, flames, flying objects, noise or vibration.

Risk	How is this impact created?	How is this impact minimized?
Disruption of Airport Airside Operations	▪ Operation of equipment on tarmac or runway ▪ Unauthorized access to airside work area ▪ Foreign Object Debris (FOD) ▪ Unattended equipment or materials ▪ Incomplete barriers, signage or containment of work area ▪ Inadequate preparation for weather conditions or emergencies	▪ FAP, Activity Permit for Airside. ▪ Adequate AVOP license and or Airside Escort. ▪ Storage, containment, and removal of all materials which could become FOD. ▪ Identification, attendance, and removal of equipment from work areas as required. ▪ Work areas are isolated, signed and access controlled to ensure access by unauthorized personnel is restricted. ▪ Emergency Procedures are prepared and communicated. ▪ Monitoring of weather to ensure preparations for excessive wind or rain which could disrupt or dislodge materials.
Impact on Airport Systems	▪ Life Safety Systems impact ▪ Life Safety Systems outage ▪ Electrical Systems impact ▪ Electrical Systems usage ▪ Electrical Systems tie-in ▪ Other Energized Systems or utility impact ▪ Other Energized Systems or utility tie-in	▪ FAP, Activity Permit, Shutdown request, Locates Request. ▪ Job Hazard Analysis will identify live energized systems in work area. ▪ Procedures prepared for isolation, zero energy, lock-out and encroachment of equipment or tools in these areas. ▪ Relocate/shield at-risk equipment. ▪ Authorized and controlled access (i.e., arc flash) to electrical rooms, utility corridors or other energized systems. ▪ Ground disturbance, embedded services procedures implemented.
Impact on Tenants	▪ Uncoordinated restrictions to access of tenant workers, deliveries, or patrons ▪ Impact on tenant services i.e., electrical hazards to tenant workers	▪ FAP, Activity Permit - Terminal, Shutdown request, Locates request. ▪ Pre-project meetings with Stakeholders. ▪ Communications with tenants re: expected impact. ▪ Scheduling of work to minimize disruption. ▪ Work areas hoarded or isolated, signed and access controlled to ensure access by unauthorized personnel is restricted.
Disruption of Access by General Public	▪ Incomplete barriers, signage or containment of Roadwork ▪ Unauthorized lane closures ▪ Roadwork or lane closures during peak periods ▪ Restriction of sidewalk/ Pedestrian ways	▪ FAP, Activity Permit - Groundside, Locates Request ▪ Job Hazard Analysis. ▪ Traffic plan, including Ontario Traffic Manual Book 7 provisions, where applicable. ▪ Scheduling of work to minimize disruption. ▪ Work areas isolated, signed and access controlled to ensure access by unauthorized personnel is restricted.
Impact on other GTAA or Tenant Contractors	▪ Sharing work areas ▪ Sharing services ▪ Common access for deliveries ▪ Common area for lay down	▪ Contractor contracted as constructor, file NOP. ▪ Clear definition of project and work areas. ▪ Coordinated Construction Process per ACC Part 7. ▪ Constructor Separation Plan. ▪ Apply to a MOL Director to designate a part of a Project as a Project (O. Reg. 213/91, s. 4) ▪ Projects separated in time or space. ▪ Scheduling of shifts to minimize interface. ▪ Work areas hoarded or isolated, signed and access controlled to ensure access by unauthorized personnel is restricted. ▪ Lay down areas approved, signed and access controlled to ensure access by unauthorized personnel is restricted.

Sample Risk Assessment for a Kiosk Removal and Installation

Risk	How is this impact created?	How is this impact minimized?
Impact on Terminal Operations Impact on Groundside Operations Impact on Airport Systems	▪ Hoarding installation	■ Hoarding will be installed at the time specified by Terminal Operations. ■ Temporary barriers and bilingual warning signage will be used to delineate the workspace until hoarding is installed.
	▪ Tenant employees require relocation	■ Coordinating with Tenant representative to develop a relocation plan (identify alternative workspaces, break areas, etc.) and ensure occupants are relocated prior to mobilization.
	▪ Material/ Equipment deliveries on Curbside and delivery to work area	■ Determine the delivery route. Coordination with Groundside Operations for scheduling of curbside deliveries. ■ Traffic Control Plan in accordance with Ontario Traffic Manual Book 7 including advanced warning signage and delineation by TC-54 flexible drums. ■ The use of a Freight elevator is required to move materials/ equipment/ tools to the work area. Individuals who will use freight elevators have completed the mandatory Freight Elevator training offered by the GTAA.
	▪ Material/ Equipment temporary storage/ laydown area	■ Location of laydown area to be reviewed and approved by Operations. ■ Exterior laydown area will be delineated with 1.8m high sturdy fence equipped with a locked gated entry. “No Trespassing” or other appropriate bilingual danger or warning signage and the Contractor’s contact information will be placed conspicuously on the perimeter fencing.
	▪ Electrical utility service removal which involves the reinstatement of a core through a structural slab and the reinstatement of base building flooring.	■ GTAA Shutdown Request will be submitted for an Electrical System shutdown. ■ Coordinating access through Operations to other levels to complete structural repair, smoke seal and other final finishes. ■ Job Hazard Analysis will identify live energized systems in work area. ■ Procedures prepared for isolation, zero energy, lock-out and encroachment of equipment or tools in these areas. ■ Authorized and controlled access to electrical rooms.

Appendix 7 – Job Hazard Analysis (JHA)

TASK	DESCRIPTION OF HAZARD	INHERENT RISK RATING (Prior to Implementation of Controls)				CONTROLS	RESIDUAL RISK RATING (After Implementation of Controls)			
		A	B	C	A+B+C		A	B	C	A+B+C

A = Frequency	B = Probability	C = Severity	A+B+C = Rating
1 = Unlikely (1x/job)	1 = Unlikely to Occur	1 = Insignificant	**11-15 = Serious** (STOP - Implement further controls immediately)
2 = Occasionally (2x/job)	2 = Some Chance	2 = First Aid or Minor Damage	**6-10 = Moderate** (Investigate further steps to reduce hazard)
3 = Often (4x/job)	3 = Could Occur	3 = Lost Time, Requiring Medical Help	**3-5 = Low** (Further Controls not required immediately, Monitor)
4 = Frequently (>5x/job)	4 = Good Chance	4 = Permanent Disability or Serious Health Effects	
5 = Continuous Exposure to Hazard	5 = Likely to Occur	5 = Fatality or Major Property Damage	

Appendix 8 – 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.

GTAA TRAINING REQUIREMENTS	WHO?	ACC REFERENCE
SMS Awareness Training	All contractors and workers working on and accessing the Airside are required to complete the mandatory Airside Activity Program courses.	ACC 8.3.1.1 – Construction Operations ACC 7.3.1 – Emergency Response Planning
Foreign Object Debris (FOD) Training		
Human and Organizational Factors Training		
Airside Activity Permit		
Facility Control Measures and Evacuation Plan		
Freight Elevator Training	All applicable individuals who have a need to use freight elevators must first complete the mandatory Freight Elevator training offered by the GTAA	ACC 7.8.2.4 – GTAA Transportation Systems
Airport Security and Safety Awareness	Training applies to all new Airport employees applying for a Transportation Security Clearance to obtain a Restricted Area Identity Card (RAIC).	ACC 6.3.4 – Transportation Security Clearance (TSC) and Restricted Area Identity Card (RAIC) Application Procedures
Active Assailant Awareness Training	Training is not mandatory but is strongly encouraged for all Persons working at the Airport.	ACC 7.3.1 – Emergency Response Planning

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)

TRAINING REQUIREMENTS	WHO?	LEGISLATION
Registered Nurse	Required to attend to First-Aid Kit and room when there are 200 or more workers.	Reg. 1101 s, 11(2)
Signallers	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)
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	Professional Engineer or competent worker required for: ▪ Person who inspects a crane to ensure its structural integrity before it is used to lift persons and every 12 months after that. ▪ Worker who visually inspects the crane's structural elements and rigging equipment for defects before each use. ▪ 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. ▪ Worker who sets-up, assembles, extends, and dismantles a crane or similar hoisting device.	O. Reg. 213/91, s.153, s.154, s.158, s.159, s.161, and s.170

TRAINING REQUIREMENTS	WHO?	LEGISLATION
	▪ 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. ▪ Worker who performs operational tests on the automatic limit switches and overload limit devices of a tower crane. ▪ 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. Person who inspects the supporting surface and path of travel of a rotary foundation drill rig.	
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 elevating 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)
Chainsaws	Workers using chainsaws.	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 of 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)

TRAINING REQUIREMENTS	WHO?	LEGISLATION
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 9 – 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/ Contract Administrator & 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: ▪ Occupational Health and Safety Act and Regulations for Construction Projects ▪ Notice of Project ▪ Contractor contacts and numbers ▪ Form 1000 (all employers) ▪ WSIB Form 82 ▪ MOL Poster – Prevention Starts Here ▪ Employment Standards Poster ▪ Hours of Work ▪ Site Information ▪ Name of Worker Health and Safety Representative ▪ Joint Health and Safety Committee Minutes ▪ Section 7 Airport Construction Code ▪ GTAA Activity Permit ▪ Other GTAA or Contractor Permits ▪ Daily Job Safety Analysis/ Sign-in ▪ Emergency Plan and Procedures ▪ Incident Reporting Procedures ▪ Project Layout ▪ Traffic Plan, where required
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 bilingual DANGER or HAZARD Signage

Appendix 10 – 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:

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

Appendix 11 – Permits for Work

There may be additional permits required beyond the Facility Alteration Permit. The scope of work will determine which permits will apply. 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 Request
- Material Movement Form
- Crane and Aerial Devices Permit
- Fire Hydrant Use Request
- Hot Work Sign-off Checklist
- Security Impact Form
- Access to GTAA-managed asset areas
- GTAA Utility Locates

Additional information about these permits and approval processes can be found in the Airport Construction Code Appendix A: Processes Links and Contacts and on the Toronto Pearson website:

https://www.torontopearson.com/en/operators-at-pearson/construction/contractor-activities

Appendix 12 – GTAA Emergency Checklists

Toronto Pearson

MEDICAL EMERGENCY CHECKLIST

BE CALM - BE CLEAR – BE CONCISE

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

AIRPORT EMERGENCY LINE

(416) 776-3033

- The emergency dispatcher will need the following information from you:

REQUIRED INFORMATION:

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

EXTRA COPIES ARE AVAILABLE FROM:

GTAA
Emergency Management
emergency.management @ gtaa.com

KEEP THIS FORM NEAR YOUR TELEPHONE

Appendix 12 – GTAA Emergency Checklists Continued

Toronto Pearson

LISTE DE CONTRÔLE EN CAS D'URGENCE MÉDICALE

SOYEZ CALME - SOYEZ CLAIR - SOYEZ CONCIS

- Lorsque vous signalez une urgence médicale, assurez-vous que le patient souhaite recevoir des soins médicaux (si possible).
- Le répartiteur d'urgence aura besoin des informations suivantes :

AÉROPORT
LIGNE D'URGENCE
(416) 776-3033

INFORMATIONS REQUISES :

- Localisation du patient : (fournissez autant d'informations que possible)
- Votre nom
- Numéro de téléphone pour le rappeler
- Le patient est-il conscient ?
- Respire-t-il ?
- Présente-t-il une hémorragie grave ?
- Sexe du patient ?
- Âge du patient ?
- Un traitement est-il administré ?
- Avez-vous des informations sur ses antécédents médicaux ?

DES EXEMPLAIRES SUPPLÉMENTAIRES SONT DISPONIBLES AUPRÈS DE :

GTAA
Gestion des urgences
emergency.management@gtaa.com

GARDEZ CE FORMULAIRE PRÈS DE VOTRE TÉLÉPHONE

Appendix 12 – GTAA Emergency Checklists Continued

Toronto Pearson

BOMB THREAT CHECKLIST

BE CALM - BE COURTEOUS – DO NOT INTERRUPT

INCIDENT DATA:
Time: _____ **Date:** _____
Name of person receiving call: _____
Telephone no. call received on: _____
Recipient's telephone no. **(work)** _____
(residence) _____
Exact wording: _____

_____

(use other side of form if necessary)

CALLER DATA (Check all boxes that apply):

GENDER	CALL ORIGIN	ACCENT	MANNER	
☐ Male	☐ Internal	☐ Local	☐ Calm	☐ Angry
☐ Female	☐ Local	☐ Regional	☐ Rational	☐ Irrational
☐ Adult	☐ Cell phone	☐ Foreign:	☐ Coherent	☐ Incoherent
☐ Juvenile	☐ Pay phone	_____	☐ Deliberate	☐ Emotional
	☐ Long distance	_____	☐ Righteous	☐ Laughing

VOICE		SPEECH		LANGUAGE	
☐ Loud	☐ Soft	☐ Fast	☐ Distorted	☐ Excellent	☐ Poor
☐ High Pitch	☐ Deep	☐ Slow	☐ Slurred	☐ Good	☐ Foul
☐ _____		☐ Lisp	☐ Distinct	☐ Fair	☐ ____

BACKGROUND NOISES

☐ Machines	☐ Traffic	☐ Voices	☐ Streetcar/Trolly
☐ Confusion	☐ Office	☐ Airplanes	☐ P/A Announcements
☐ Music	☐ Animals	☐ Quiet	☐ _____

GENERAL PROCEDURES:
1. Pretend difficulty with hearing
2. Keep caller talking, if possible
3. Alert someone nearby to contact Supervisor
4. Ask questions:

When will it go off? Hour: _____ Time remaining: _____
What does it look like? _____
Where is it located? _____ Area: _____
What kind of bomb is it? _____
Where are you now? _____
How do you know so much about it? _____
What is your name and address? _____

AIRPORT EMERGENCY LINE

(416) 776-3033

EVACUATION GUIDELINES

- Keep calm
- Follow instructions of supervisor
- When evacuating, where possible remove personal property (lunch boxes, purses, briefcases, etc.)

SEARCH GUIDELINES

- Search your immediate area without touching anything
- Report any suspicious object
- Identify strange or misplaced objects
- Unlock drawers, cabinets, etc. for search crew

PRECAUTIONS

If suspicious device is discovered:
- Do not touch or move it
- Do not assume it is the only one
- Notify your control centre immediately

EXTRA COPIES ARE AVAILABLE FROM:

GTAA
Emergency Management
emergency.management @ gtaa.com

KEEP THIS FORM NEAR YOUR TELEPHONE