


# Construction Project Checklist

**NOTE:** The numbering of the *Workers Compensation Act* has changed, effective April 6, 2020. See [worksafebc.com/wca2019](https://worksafebc.com/wca2019).

# Overview of safety requirements for general construction.

This checklist aims to assist homeowners, builders, and contractors to comply with the Workers Compensation Act (the Act) and the Occupational Health and Safety Regulation (OHSR) prior to and during construction. The full OHSR and excerpts from the Act are available online at **WorkSafeBC.com** or by contacting WorkSafeBC.


Other construction health and safety information, including the booklet *Safe Work Practices for House Construction*, may be downloaded free of charge at **[WorkSafeBC.com/publications](http://WorkSafeBC.com/publications)**. Pre job meetings with local WorkSafeBC prevention officers may be arranged (see contact information on page 4).

	TOPIC	OHSR/ACT SECTION
<div><div><div></div><div></div><div></div></div><div><div><div></div><div></div><div></div></div></div></div>	<div><div><b>1. General responsibilities for safety and health</b></div><div>The prime contractor is responsible to do everything that is reasonably practicable to ensure compliance with all requirements of the OHSR and the Act. Owners are considered the prime (general) contractor unless a written agreement with the directing contractor, employer, or other person is in place.</div><div><div>Primary contractor registered</div><div>Subcontractors registered</div><div>Clearance letters obtained</div></div></div>	<div><div>Act 118</div><div>Act 119</div></div>
<div><div><div></div></div></div>	<div><div><b>2. Notice of project (nop)</b></div><div>The owner or prime contractor must submit a Notice of Project form before any construction project (including demolition or excavation) begins where the total construction costs exceed \$100,000; or the project includes an excavation more than 1.2m (4ft.) in depth, in which a worker may be required to enter; or the construction activity involves other criteria listed in OHSR section 20.2. NOPs are available from WorkSafeBC offices or may be completed at <b>WorkSafeBC.com</b>.</div><div>To simplify paperwork, more than one site of a contractor in a subdivision can be entered on an NOP.</div><div><div>Notice of Project obtained</div></div></div>	<div><div>OHSR 20.2</div><div>NOP Number:</div></div>
<div><div><div></div></div></div>	<div><div><b>3. Training, instruction, and supervision of workers</b></div><div>Workers provided with the information, instruction, training, and supervision necessary to ensure their safety and the safety of any other workers at the workplace. This requirement applies to each contractor on site.</div></div>	<div><div>Act 115</div><div>Act 117</div></div>
<div><div><div><div></div><div></div><div></div><div></div></div></div></div>	<div><div><b>4. Hazard assessment</b></div><div>Voltage of overhead power lines in the work area determined through the authority controlling the system (e.g., BC Hydro) and the minimum distance of approach.</div><div>Power authority contacted and Form 30M33 obtained if the minimum distance from the electrical conductors cannot be maintained, and movement by a worker or equipment may result in entering the minimum distances</div><div>Underground services identified</div><div>Reference number</div><div>BC One Call: 1 800 474-6886 or *6886 from a mobile phone</div></div>	<div><div>OHSR 19.24</div><div>OHSR 19.25</div></div>

✓	TOPIC	OHSR/ACT SECTION
	<b>5. DEMOLITION and RENOVATIONS</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Hazardous materials assessed (asbestos, lead, mercury, flammables, mould, etc.)</li> <li><input type="checkbox"/> Hazard assessment report available on site</li> <li><input type="checkbox"/> Notice of Project for Asbestos (NOPA) for asbestos/lead work</li> <li><input type="checkbox"/> NOPA number _____</li> <li><input type="checkbox"/> Integrity of structure maintained (professional engineer may be required)</li> <li><input type="checkbox"/> Walls and free-standing chimneys stabilized</li> <li><input type="checkbox"/> Stairways and handrails maintained</li> <li><input type="checkbox"/> Electrical, gas, water services disconnected</li> <li><input type="checkbox"/> Glass removed safely</li> <li><input type="checkbox"/> Load limit for floors maintained</li> <li><input type="checkbox"/> Access areas protected from falling/thrown materials</li> <li><input type="checkbox"/> Procedures established for dismantling buildings</li> <li><input type="checkbox"/> Housekeeping maintained</li> </ul>	<b>OHSR 20.111</b> <b>OHSR 20.121</b>
	<b>6. CHEMICAL AND PHYSICAL HAZARDS</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> WHMIS education and training; ensure MSDS within past 3 years</li> <li><input type="checkbox"/> Safe work procedures developed for: use, storage, and disposal of chemicals and designated substances (e.g., roofing tar, damp proofing, isocyanates, glues, coatings); concrete grinding, drywall sanding</li> <li><input type="checkbox"/> Heat and cold stress</li> <li><input type="checkbox"/> Use of internal combustion engines indoors: venting, service and maintenance, emission control system (e.g., gas-powered cutoff saws, skid steer loaders, excavators, soil compactors)</li> </ul>	<b>OHSR</b> <b>parts 5, 6, 7</b>
	<b>7. FIRST AID SUPPLIES AND EQUIPMENT</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> First aid services and equipment provided</li> <li><input type="checkbox"/> Written first aid procedures developed</li> </ul>	<b>OHSR 3.16</b> <b>OHSR 3.17</b>
	<b>8. PERSONAL PROTECTIVE EQUIPMENT (PPE)</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Safety footwear worn, in good repair, and has the green CSA triangle</li> <li><input type="checkbox"/> Clothing worn that protects against abrasion where applicable (e.g., long pants and minimum of T-shirt with suitable sleeve length)</li> <li><input type="checkbox"/> Safety eyewear worn when applicable</li> <li><input type="checkbox"/> Safety headgear worn when applicable</li> <li><input type="checkbox"/> High visibility apparel when applicable</li> <li><input type="checkbox"/> Respirators used in accordance with OHSR where applicable (e.g., exposure to asbestos fibres or silica dust)</li> </ul>	<b>OHSR Part 8</b>
	<b>9. HEARING CONSERVATION</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Construction workers' hearing tested every year. A list of mobile hearing test contractors and facilities authorized by WorkSafeBC to do hearing tests is available online or by calling 1 888 621-7233.</li> </ul>	<b>OHSR 7.7</b> <b>OHSR 7.8</b>

✓	TOPIC	OHSR/ACT SECTION
<input type="radio"/>	<b>10. TRENCHES, EXCAVATIONS, AND UNDERGROUND SERVICES</b>  Excavation work carried out in accordance with the instructions of a professional engineer or the requirements of the OHSR. Workers shall not enter any trench or bulk excavation more than 1.2 m (4 feet) in depth unless: <ul style="list-style-type: none"> <li>• The sides are sloped to a safe angle at least 3 horizontal to 4 vertical, or</li> <li>• The sides have been supported by use of shoring and bracing, or</li> <li>• A combination of both sloping and shoring is used, or</li> <li>• There are written instructions for safe worker entry available on site by a registered professional engineer (engineering documentation must be stamped and sealed and available on site)</li> </ul> <input type="radio"/> Excavations sloped/shored or evaluated by professional engineer	<b>OHSR 20.78 to 20.95</b>
<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<b>11. ELECTRICAL SAFETY</b>  Overhead high-voltage electricity General limits of approach reviewed with all workers in pre-job safety meeting. Electrical power tools and cords Electrical cords inspected. Cords with broken/frayed insulation or missing ground prongs not in use. Class A ground fault circuit interrupters (GFCI) used for portable electrical tools when working outdoors or in wet or damp conditions.	<b>OHSR 19.5 OHSR 19.15 OHSR 19.24 OHSR 19.25</b>
<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<b>12. SAFE ACCESS, OPENINGS, AND LADDERS</b>  Elevated walkways at least 50 cm (20 in.) wide. Stairway complete with handrails installed before beginning work on the next floor level. Floor and roof openings effectively covered or guarded. Suitable access openings for the safe delivery of drywall from the boom truck or forklift into the structure. Suitable ladders, work platforms, and scaffolds provided for activities requiring positioning at elevations above a floor or grade. For example, use bracket scaffolds with double-wide 2" x 10"s when placing concrete in a wall form or other suitable work platforms or scaffolds. Ladders in good condition and secured from slipping. Ladders project at least 1 m (3 ft.) above the upper landing to which they provide access. Job constructed wood ladders built to WCB Standard LDR 1-2004.	<b>OHSR 4.61 OHSR 13.3 OHSR 13.5 OHSR 13.6 OHSR 20.4 OHSR 20.5</b>
<input type="radio"/> <input type="radio"/> <input type="radio"/>	<b>13. SCAFFOLDS</b>  Job constructed wood scaffolds built to WCB Standard WPL 1-2004 Major components of scaffolds used in accordance with technical data provided by the manufacturer, or written instructions of a professional engineer Documentation on site	<b>OHSR 13.2 OHSR 13.14 OHSR 13.15 OHSR 13.17 OHSR 13.18</b>
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	<b>14. FALL PROTECTION</b> Pre-planning for fall protection is required for all contractors and subcontractors. The following particular requirements apply to trades working at height (e.g., framers, roofers, gutter installers, and rooftop equipment installers such as HVAC or solar collector installers):	<b>OHSR 4.55</b> <b>OHSR 4.58</b> <b>OHSR 4.59</b>
<input type="radio"/>	Workers must not walk the top plate of any walls at any time; walkways must be at least 50 cm (20 in.) wide.	<b>OHSR 4.61</b>
<input type="radio"/>	Fall protection must be used when work is being done at a height of 3 m (10 ft.) or more above the ground, or if a fall from a height of less than 3 m involves a risk of injury greater than the risk of injury from the impact on a flat surface.	<b>OHSR 11.2</b>
<input type="radio"/>	On steep roofs (8:12 pitch or greater), 2" x 6" toe-holds (slide guards) must be used in addition to a personal fall protection system.	<b>OHSR 11.5</b> <b>OHSR 20.75</b>
	<b>15. YOUNG AND NEW WORKERS</b> Health and safety orientation and training (specific to the workplace) provided to young and new workers before starting work in the workplace	<b>OHSR 3.23 to 3.25</b>
<input type="radio"/>	Orientation documented	
<input type="radio"/>	Sample orientation available at <a href="http://www2.worksafebc.com/PDFs/YoungWorker/training_orientation_construction_employers.pdf">http://www2.worksafebc.com/PDFs/YoungWorker/training_orientation_construction_employers.pdf</a>	

Completed by \_\_\_\_\_ Date \_\_\_\_\_

## Contact information

### Lower Mainland

**Abbotsford:** 1 800 292-2219  
**Burnaby:** 1 888 621-7233  
**Coquitlam:** 1 888 967-5377  
**North Vancouver:** 1 888 875-6999  
**Surrey:** 1 800 621-7233  
**Vancouver:** 1 888 621-7233

### Interior/North offices

**Kamloops:** 1 800 663-3935  
**Kelowna:** 1 888 922-4466  
**Nelson:** 1 800 663-4962  
**Fort St. John:** 1 800 663-4630  
**Prince George:** 1 800 663-6623  
**Terrace:** 1 800 663-3871

### Vancouver Island

**Courtenay:** 1 800 663-7921  
**Nanaimo:** 1 800 663-7382  
**Victoria:** 1 800 663-7593

WorkSafeBC Prevention Information Line: 604 276-3100 or toll-free 1 888 621-SAFE (7233)