

		National Defence Défense Nationale	Back to the DID List
DATA ITEM DESCRIPTION - DESCRIPTION DE DONNÉES			
1. TITLE – TITRE		2. IDENTIFICATION NUMBER - NUMÉRO D'IDENTIFICATION	
OCCUPATIONAL HEALTH & SAFETY PLAN		DID 2.31.1	
3. DESCRIPTION / PURPOSE – DESCRIPTION / OBJET			
<p>The purpose of the Occupational Health & Safety Plan is ensure a safe Working environment is maintained for all personnel granted access to NWS locations.</p>			
4. APPROVAL DATE DATE D'APPROBATION	5. OFFICE OF PRIMARY INTEREST (OPI) BUREAU DE PREMIERE RESPONSABILITÉ (BPR)		6. GIDEP APPLICABLE D'ÉCHANGE DE DONNÉES PERTINENT
TBD	NWSO Technical Authority (TA)		N/A
7. APPLICATION / INTERRELATIONSHIP – APPLICATION / INTERDÉPENDANCE			
<p>CDRL 2.31.1 and SOW paragraph 2.31.1 refer. This DID contains the format and content preparation instructions for the data generated under the Work tasks described in the NWS O&M SOW.</p>			
8. ORIGINATOR - AUTEUR		9. APPLICABLE FORMS - FORMULES PERTINENTES	
NWSO TA		NIL	
10. PREPARATION INSTRUCTIONS – INSTRUCTIONS SUR LA PRÉSENTATION DES DONNÉES			
<p>10.1 <u>Source Document</u> NWS SOW Section 2, paragraph 2.31.1</p> <p>10.2 <u>Content and Format</u> The Contractor must prepare, implement and administer a North Warning System (NWS) Occupational Health & Safety Plan (OH&S) to meet the requirements of the Canada Labour Code and its regulations.</p> <p>10.3 The OH&S Plan must detail how the requirements of this SOW are met, including the Contractor's OH&S policy to maintain the health and safety of all persons Working and/or living at NWS sites, how legislative compliance is maintained, and training requirements for staff applicable to their Work location and assigned duties.</p> <p>10.4 The Contractor must establish and maintain OH&S Committees as per the Canada Labour Code, Part II.</p> <p>10.5 Annual Occupational health & Safety Reporting: a. The Contractor must submit an annual Workplace Committee Report as required by the Canada Labour Code, Policy Committees, Workplace Committees and Health and Safety Representatives Regulations. b. The Contractor must submit an annual, Employer's Annual Hazardous Occurrence Report as required by Canada Labour Code, Canada Occupational Health and Safety Regulations.</p> <p>10.6 Workplace Hazardous Materials Information System: a. The Contractor must prepare implement and administer a Workplace Hazardous Information System (WHMIS) to ensure that WHIMS controlled substances are properly labelled, that the Material Safety Data Sheets (MSDS) are readily available to the personnel exposed to WHIMS controlled substances and that personnel receive WHMIS</p>			

training.

- b. The Contractor must establish and maintain an electronic MSDS database, the database must be accessible by the Contractor's employees at all Work locations. The Contractor must update the database to include new MSDSs when WHIMS controlled products are added to the NWS and delete MSDSs for WHIMS when controlled products have been removed.

10.7 WHMIS Report, The Initial report is due 9 months after Contract start date with one Annual Report due the 30th June of each

Contract year thereafter. The report must be in Contractor format accepted by Canada and must include at a minimum the following information:

1. Location
2. Item #
3. Description
4. Bin Number
5. Balance
6. MSDS Date
7. Issue Unit

10.8 The OH&S plan must be in Contractor format and approved by the NWSO TA. The plan must be reviewed on a semi- annual bases or more frequently if circumstances require. All changes to the OH&S plan must be reviewed and approved by the NWSO TA and changes must be incorporated within 15 business days.