

Safety Plan Intake Process FAQ

1. Should the Project Management Team (PMT) or the Prime Contractor (PC) submit the safety plan?

Contractors and TC Project Personnel can submit a safety plan to the inbox for review by CSMT. We recommend the submitter include all key stakeholders in the submittal email for awareness of plan submittal.

*Note – please ensure project stakeholders are cc'd for awareness of plan submittal

2. Who is monitoring the us_project_safety_plans@tcenergy.com inbox?

A dedicated CSMT resource is managing and monitoring the inbox and assigning the appropriate CSMT Safety Specialist.

3. Who is reviewing the submitted safety plans?

Your submitted safety plans are reviewed by the assigned CSMT Safety Specialist.

4. Will this process require more time to get my plan reviewed?

No, the streamlined process is designed to enhance the quality of the review while maintaining timely acceptance for safety plans.

5. Can I leave fields in the intake form blank if I don't know the answer?

No, all fields in the intake form must be completed as the information is crucial for ensuring thorough and timely review of your safety plan.

6. When submitting a critical life plan or steep slope plan what date should I use for the kickoff date and mobilization date?

Please include the date of the scheduled execution of the activity (lift or slope work) in the kickoff/execution date column (as referenced in the intake form).

7. How do I know my plan has been submitted successfully?

While we don't have a direct confirmation system, we recommend cc'ing TC & Contractor key contacts on the submission email to ensure awareness and acknowledgement of a successful submission.

8. How do I know the status of my plan?

To check the status of your plan, please reach out to your designated CSMT representative.

9. How will I know my plan is accepted?

Upon acceptance, you will receive a formal acceptance email from the CSMT representative, sent to key contacts listed on your intake form.

10. How are contractors being notified of the intake process?

Contractors were notified of the Safety Plan Intake Process and provided the Quick Reference Guide via a Management of Change email to all Prime Contractor Stakeholders on 4/3/24. The Quick Reference Guide is also provided through Supply Chain within our Standard Bid Documents in Ariba.

11. When should I submit a standalone ERP plan(s) using the intake form process?

A standalone Emergency Response Plan (ERP) separate from a P/SSSP should only be submitted to the US Safety Plan Intake when a programmatic P/SSSP has previously been accepted. A supplemental ERP is required for each unique project in the program to provide site specific details (nearest medical facilities, local emergency response contacts, etc.).

12. What is a programmatic P/SSSP?

A P/SSSP that has been accepted for similar projects grouped together as a program (e.g., Digs, Atmospheric Corrosion, Tree Clearing).