

Quick Reference Guide

Contractor Safety Plan Submittal

Purpose: This Quick Reference Guide will provide detailed instructions for submitting the following safety plans to the US Gas Contractor Safety Management Team (CSMT)

- *P/SSSP's (Project Site Specific Safety Plans)*
- *ERP's for Previously Accepted Programmatic P/SSSP's*
- *Hazardous Slope Work Plans*
- *Critical Lift Plans*

Background

The Contractor Safety Management Team (CSMT) receives safety plans from Project Management Teams (PMT's) and Prime Contractors (PC's) via email for review and acceptance before project kickoff/mobilization. Historically, project stakeholders have submitted these plans to the assigned Safety Specialist with varying degrees of detail regarding scope, contact info, and timing of construction.

To standardize and streamline safety plan submittal, review, and acceptance, the safety plans referenced above must be submitted in adherence to the Submittal Instructions below **starting 4/8/24**:

Submittal Instructions

- Safety plans (described above) **must** be submitted to the following email address for review/acceptance (as soon as practical to allow for a quality review): "[US Project Safety Plans@TCenergy.com](mailto:US_Project_Safety_Plans@TCenergy.com)"
 - a. This email inbox will be monitored by the CSMT and assigned to the appropriate Safety Specialist for review and acceptance.
 - b. Contractors must provide (at a minimum) the excel table below ("**Safety Plan Intake Form**") along with (or within) their safety plans for tracking and acceptance communication purposes.
 - c. The assigned Safety Specialist will contact contractor personnel to review and revise plans as needed
 - d. Acceptance communications will be distributed by the assigned Safety Specialist



Safety Plan Intake
Form Rev1 Final.xlsx

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