



ADDENDUM

PROJECT TITLE: Consulting Services – Health and Safety Management System	ADD. NO: 2
RFP NO: 2023-092203P	DATE: August 24, 2023
PAGE 1 of 6 (Including Confirmation Sheet)	

Make the following modifications to the above project. Include in the amount of the Proposal, any additions to or deductions from the cost of the work by reason of these instructions.

Sign and attach this Addendum to the Proposal documents and submit with your Proposal. Failure to do so may result in the rejection of your Proposal.

Questions and Answers

Q1. Gap Analysis Please define the scope and complexity required for the gap analysis of the current corporate H&S framework/HSMS to facilitate alignment with ISO 45001. We are aware that the City has conducted an internal audit of the HSMS and identified gaps and action items. Please define the scope of this further gap analysis that specifically deals with ISO 45001. Does the City wish to have data collected through document review only, or would the City prefer collecting detailed data through document review, workplace observations and interviews with employees?

A1. This would be a document review only. The goal here is to align our processes with the ISO 45001 standard. See below for the highlighted subjects from the ISO 45001 standard for direction on what types of elements we want to align to ISO.

For example, with 7.3 awareness, we would want to assess if or how the workers are made aware of OH&S policy and objectives and the other items, a through f in the list below. The extent to which our policies, procedures, orientation, training, etc. make workers aware of these items and the gaps that exist that may be causing us to fall short of the required awareness of a given subject in the list.

"7.3 Awareness

Workers shall be made aware of:

- a) the OH&S policy and OH&S objectives;*
- b) their contribution to the effectiveness of the OH&S management system, including the benefits of improved OH&S performance;*

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Chris Roberts, SCMP, CPPB
Procurement Manager
Supply Chain Management

Proponent's Signature



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PROJECT TITLE: Consulting Services – Health and Safety Management System	ADD. NO: 2
RFP NO: 2023-092203P	DATE: August 24, 2023
PAGE 2 of 6 (Including Confirmation Sheet)	

c) the implications and potential consequences of not conforming to the OH&S management system requirements;
d) incidents and the outcomes of investigations that are relevant to them;
e) hazards, OH&S risks and actions determined that are relevant to them;
f) the ability to remove themselves from work situations that they consider present an imminent and serious danger to their life or health, as well as the arrangements for protecting them from undue consequences for doing so.

ISO 45001:2018(E)

Foreword.....v

Introduction.....vi

1 Scope.....

2 Normative

references.....1

3 Terms and definitions.....1

4 **Context of the organization**.....8

4.1 Understanding the organization and its context..... 8

4.2 Understanding the needs and expectations of workers and other interested parties..... 8

4.3 Determining the scope of the OH&S management system 8

4.4 OH&S management system..... 8

5 **Leadership and worker participation**.....9

5.1 Leadership and commitment..... 9

5.2 OH&S policy..... 9

5.3 Organizational roles, responsibilities and authorities.....10

5.4 Consultation and participation of workers10

6 **Planning**.....11

6.1 Actions to address risks and opportunities11

6.1.1

General.....11

SIGN AND RETURN THIS ADDENDUM WITH YOUR PROPOSAL

Chris Roberts, SCMP, CPPB
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Supply Chain Management

Proponent's Signature



ADDENDUM

PROJECT TITLE: Consulting Services – Health and Safety Management System	ADD. NO: 2
RFP NO: 2023-092203P	DATE: August 24, 2023
PAGE 3 of 6 (Including Confirmation Sheet)	
<p>6.1.2 Hazard identification and assessment of risks and opportunities.....12</p> <p>6.1.3 Determination of legal requirements and other requirements.....13</p> <p>6.1.4 Planning action.....13</p> <p>6.2 OH&S objectives and planning to achieve them.....14</p> <p>6.2.1 OH&S objectives14</p> <p>6.2.2 Planning to achieve OH&S objectives.....14</p> <p>7 Support.....15</p> <p>7.1 Resources.....15</p> <p>7.2 Competence.....15</p> <p>7.3 Awareness.....15</p> <p>7.4 Communication.....15</p> <p>7.4.1 General.....15</p> <p>7.4.2 Internal communication.....16</p> <p>7.4.3 External communication.....16</p> <p>7.5 Documented information.....16</p> <p>7.5.1 General.....16</p> <p>7.5.2 Creating and updating.....17</p> <p>7.5.3 Control of documented information.....17</p> <p>8 Operation.....17</p> <p>8.1 Operational planning and control17</p> <p>8.1.1 General.....17</p> <p>8.1.2 Eliminating hazards and reducing OH&S risks.....18</p> <p>8.1.3 Management of change.....18</p> <p>8.1.4 Procurement.....18</p> <p>8.2 Emergency preparedness and response.....19</p> <p>9 Performance evaluation.....19</p> <p>9.1 Monitoring, measurement, analysis and performance evaluation.....19</p>	

SIGN AND RETURN THIS ADDENDUM WITH YOUR PROPOSAL

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Proponent's Signature



ADDENDUM

PROJECT TITLE: Consulting Services – Health and Safety Management System	ADD. NO: 2
RFP NO: 2023-092203P	DATE: August 24, 2023
PAGE 4 of 6 (Including Confirmation Sheet)	

9.1.1	
General.....	19
9.1.2 Evaluation of compliance	20
9.2 Internal audit.....	20
9.2.1 General.....	20
9.2.2 Internal audit programme.....	21
9.3 Management review.....	21"

Q2. Job Task Inventory and Risk Ranking Matrix

a) How many discreet job titles and positions exist at the City? How many are to be included in the job inventory and risk ranking matrix process?

A2.a) The City of Saint John provides a wide range of services and as such our employees perform a wide range of job tasks.

Examples include: Solid waste collection, road and transportation infrastructure maintenance, water distribution, waste water treatment, parks and recreation, Fire service, building inspection, parking enforcement, snow clearing, fleet maintenance, transit service, bylaw enforcement, etc.

b) Does the City require the consultant to develop the task inventory and risk ranking matrix and related procedure? c) Does the City require the consultant to complete the risk ranking process for each of the job titles and positions within the City (in consultation with representatives who perform the actual work)?

A2.b) The consultant would need to work with a cross functional team of City representatives (likely 1 or more manager, plus supervisors and or experienced workers) from the various service areas to develop a task inventory/list and assemble this into a risk ranking matrix based on the information provided from the representatives. SOPs may be used to help with this task. The City would then use this risk matrix to implement additional controls for jobs identified as being higher risk, knock off some low hanging fruit where possible, and then pick away at jobs/tasks that present less risk until all jobs are done with an acceptable amount of risk / ALARP.

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ADDENDUM

PROJECT TITLE: Consulting Services – Health and Safety Management System	ADD. NO: 2
RFP NO: 2023-092203P	DATE: August 24, 2023
PAGE 5 of 6 (Including Confirmation Sheet)	

Q3. Management of Change - Please confirm the timeline for the MOC process in Section (2) Specific Deliverables with Deadlines are as Follows, paragraph 4? Is the timeline expected to be Q4 2024?

A3. The RFP should have stated Q3 2024, this was an error. Preferably this would come in Q3 2024.

Q4. Safety Culture Survey - The RFP specifies that the consultant will develop a Safety Culture Survey. Does the City also require the consultant to conduct the safety culture survey and analyze the results and develop an action plan?

A4. The City can circulate the Safety Culture Survey in a similar fashion as has been done with other employee surveys. The consultant should help us develop the survey and possibly interpret the results.

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A D D E N D U M

PROJECT TITLE: Consulting Services – Health and Safety Management System	ADD. NO: 2
RFP NO: 2023-092203P	DATE: August 24, 2023
PAGE 6 of 6 (Including Confirmation Sheet)	

CONFIRMATION - RECEIPT OF ADDENDUM

**Upon receipt of this document, fax this page to
(506) 658-4742 to confirm receipt of this addendum.**

CONSULTANT'S NAME: _____

ADDRESS: _____

PHONE: _____ FAX: _____

RECEIVER NAME (PRINT) _____

RECEIVER SIGNATURE: _____