Before starting work, you may be required to submit a notice of project (NOP) to WorkSafeBC. It’s free to submit an NOP. It only takes about 15 minutes and you can do it online. Go to worksafebc.com and search for “submit notice of project”.

In most cases, the prime contractor, or the owner if a prime contractor has not been designated, is required to submit the NOP. If the project is for hazardous materials abatement, it’s often the abatement contractor who submits a notice of project hazardous materials (NOP-H), when it’s required.

For construction projects that require an NOP, you must ensure that WorkSafeBC receives it at least 24 hours before starting work. For work activities such as demolition, renovation, or salvage work that involves hazardous materials or substances, such as asbestos or lead, you must ensure that WorkSafeBC receives an NOP at least 48 hours before you start work.

The NOP must be posted on site.

**What projects require an NOP?**

* If the estimated total cost of labour and materials for the work exceeds $100,000
* If all or part of the construction project, project, whether a temporary or a permanent aspect of the project, is designed by a professional engineer except for pre-engineered or pre-manufactured building and structural components.
* If the construction project is a new erection, a major alteration, a structural repair or a demolition of:
	+ a building more than 2 storeys or 6 m (20 ft) high,
	+ a bridge
	+ an earth or water retaining structure more than 3 m (10 ft) high, or
	+ a silo, chimney or other similar structure more than 6 m (20 ft) high.
* If a worker may be required to enter
	+ a trench over 30 m (100 ft) long, or
	+ an excavation, other than a trench, over 1.2 m (4 ft) deep.

There are other projects that require an NOP but these are the most common in Agriculture. For more information on NOP’s search for ‘Notice of Project’ on worksafebc.com.

**Disclaimer:** This resource is intended for guidance and employers are advised to customize this document or design their own to meet their business needs and legal obligations. Once customized from its original content this disclaimer may be removed to function as part of your Safety Program. This resource does not relieve persons using it from their responsibilities under applicable legislation. If you need assistance contact us at www.AgSafeBC.ca