Contractor Orientation Checklist

All persons visiting the worksite will be given an orientation immediately upon arrival on site**.**

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| **Person’s Name:** | |  | | | | | **Date:** |  |
| **Company:** | |  | | | | |  |  |
| **Site Contact Name:** | |  | | | | | **Contact Information:** |  |
|  | | | | | | | | |
| **Review Checklist From Regulation** | | | | | | | | |
|  | Location of first aid facilities and means of summoning first aid and reporting illnesses and injuries | |  | | WHMIS 1998/2015  Controlled/hazardous product inventory is located:  MSDS/SDS location:  There are four basic issues for each product:   1. How can this product hurt me? 2. How do I protect myself? 3. What should I do in an emergency? 4. Where do I get more information? | | | |
|  | Emergency procedures have been reviewed and discussed. | |
|  | Site specific communication – radio channel, signals, authorized areas of access | |
|  | Working alone or in isolation | |
|  | Violence, bullying or harassment in the workplace | |  | | Hazards including risks from robbery, assault or confrontation.  Hazards (list top 3 as determined by risk assessment):  Review process to eliminate hazard, control hazard and/or protect contractor. | | | |
|  | Personal protective equipment | |
|  | Company incident, near miss and hazard reporting requirements. | |
|  | Pre-Work Information has been reviewed and discussed | |
|  | Applicable Safe Work Procedures have been reviewed with contractor. | |
|  | Contractor participation requirements have been discussed. Such as Safety Meetings and other requirements. | |  | | Additional Info: | | | |
| **Prior to Start Work Instructions:** | | | | | | | | |
| 1. Reviewed company OH&S Program and Contractor’s OH&S Program 2. Obtained current WSBC coverage letter to show company has valid WSBC coverage. 3. Obtained a current letter showing proof of liability insurance. 4. Indicate that contractor observations will be conducted to confirm safe work practices. | | | | | | | | |
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| Contractor Signature of Person | | | |  | | Signature of Site Contact | | |