

Contractor Safety Checklist

1. Contractor Details

Company/Business Name: _____

Street Address: _____

Mailing Address: _____

Contact: _____ Phone: _____ Cell Phone: _____

Fax: _____ Email _____

Brief Description of the Contract or Type of Work: _____

Duration of Contract: From: _____ To: _____

2. Insurance Requirements

Insurance Requirements	Not Required	Required	Expiry Date mm/dd/yy	Policy Number
Workers Compensation Coverage	<input type="checkbox"/>	<input type="checkbox"/>		
Professional Indemnity	<input type="checkbox"/>	<input type="checkbox"/>		
Liability Insurance	<input type="checkbox"/>	<input type="checkbox"/>		

3. Contractor Supplied PPE Requirements

Minimum PPE Requirements as per the PPE for Contractors Policy-- for the plant and yard

- Hard Hat
- Hearing Protection
- Safety Glasses
- Safety Boots

Additional PPE Requirements – as required for the task

- Respirators as required
- Fall protection equipment as required
- Confined space equipment (harnesses, monitors, etc.) as required
- Clothing suitable for conditions or task (i.e. winter clothing, welding gloves, etc.)
- Goggles or face shields (i.e. for handling chemicals or protection from flying debris, etc)
- Welding Gear (i.e. welding helmet, gloves, sleeves, etc.) as required
- Locks and lockout devices as necessary to lockout machines and equipment

Contractor Safety Checklist

4. Contractor Safety Rules

1. Contractors are required to review and sign Vicwest Health & Safety and Environmental policies prior to beginning work.
2. Contractors are required to park only in designated parking spaces.
3. Each contractor employee must report to the designated sign in area, to sign in and out of the building each day.
4. Contractors or their employees **must not** operate any piece of equipment or machinery unless authorized to do so by the Operations Manager or his designate.
5. Contractors whose workers are required to operate cranes, forklifts, scissor lifts, boom lifts, etc. must ensure their employees are properly trained and certified per Provincial OH&S regulations & guidelines. When using a scissor lift, contractors must ensure that hoist operators in the area are advised of their presence and that either a lookout is posted, or that the hoist is properly immobilized prior to starting work if there is any chance of contact with the hoist. All Provincial OH&S Fall Arrest Procedures must be followed.
6. Contractors must ensure that proper fall protection equipment is available and used by all personnel who are working at heights in excess of 3 metres.
7. No smoking is allowed anywhere in the plant – smoking is permitted in designated outside areas only.
8. No contractor shall bring onto the property any controlled product unless accompanied by a current MSDS for the product.
9. When the evacuation alarm sounds, the contractor and all his employees must exit the building through the nearest exit and report to the designated rally point.
10. Contractors must clean up spills and debris that accumulate as a result of their activities.
11. Contractors must adhere to the lockout procedure when working on equipment. Contractors must provide their own locks per the equipment lockout procedure.
12. Contractors must obtain a Hot Work Permit from the Operations Manager, or his designate, prior to doing any welding, cutting, brazing, grinding, soldering or heating with a torch.
13. Contractors who plan to erect scaffolding shall ensure that such scaffolding is in good condition and is erected in accordance with applicable Provincial OH&S regulations or guidelines.
14. Contractors required to do excavation work shall ensure that the activity is properly supervised and that proper shoring is used in accordance with applicable Provincial OH&S regulations and guidelines.
15. Contractors engaged in confined entry work must ensure that workers are properly trained in confined entry procedures and that work is carried out in accordance with applicable Provincial OH&S regulations and guidelines.

Contractor Safety Checklist

16. Contractors must ensure they **DO NOT** disturb Asbestos Containing Material (ACM) during the course of their activities.

Contractors who fail to follow this Safety Checklist will have their facility privileges revoked and may be asked to leave the property immediately.

5. Signatures

Contractor Signature: _____ Date: _____

Operation Manager Signature: _____ Date: _____

**Reviewed and Released June 2009
CSHEC (Central Safety, Health and Environment Committee)**