|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Contractor Orientation Checklist** | | | | | | |
| Date: | Site: | | | | | |
| Contractor: | Company: | | | | | |
| Description of Work: | | | | | | |
| Orientation completed by: | | | | | | |
|  | | | N/A | Initials (Trainer) | | Initials (Contractor) |
| **Documentation (Contractor hiring package)**  **[site to include items that are to be completed prior to activity beginning]** | | |  |  | |  |
| WCB Info/Insurance | | |  |  | |  |
| References | | |  |  | |  |
| Certification records | | |  |  | |  |
| Contractor Agreement | | |  |  | |  |
| Formal Hazard Assessments | | |  |  | |  |
| Site Specific Hazard Assessments | | |  |  | |  |
| **Identification and contacts** | | |  |  | |  |
| Sign-in / Sign-out process/End of day/Site contact person | | |  |  | |  |
| Contractor Badge and Visible Identification | | |  |  | |  |
| **Site Orientation** | | |  |  | |  |
| Building security/Contractor hours of work/Storage of equipment/Personal Hygiene/Smoking/Hand washing | | |  |  | |  |
| Completing Site-Specific Hazard Assessments | | |  |  | |  |
| Hazard reporting and Unsafe work | | |  |  | |  |
| Near Miss, Incident Reporting and Investigation | | |  |  | |  |
| Inspections and ongoing monitoring by site | | |  |  | |  |
| Emergency Response: Muster point, Fire Alarm, Location of Fire extinguishers, Fire Exits, Fire Panel | | |  |  | |  |
| Site orientation tour (Entrances, parking, washrooms, secure areas) | | |  |  | |  |
| Water access, gas access, maintenance rooms, electrical rooms etc. | | |  |  | |  |
| **Other** | | |  |  | |  |
| Garbage disposal/Dust control/Clean up | | |  |  | |  |
| Reporting for work with a communicable disease | | |  |  | |  |
| Resident respect, precautions and/or concerns | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
| [site role title] Signature: | | Printed name: | | | Date: | |
| Contractor Signature: | | Printed name: | | | Date: | |