

CONTRACTED EMPLOYER ORIENTATION CHECKLIST

Contracted Employer General Information	YES	NO
Company information has been provided.		
Any supervisory staff have been identified to the contracted employer.		
Contracted employer work tasks have been well defined & are understood.		
Emergency contact information is on file for all employees.		
An effective means of communication exists between contracted parties and primary employer and will remain throughout duration of project.		
Other parties are aware of their responsibilities under the legislation and agrees to comply, to the best of their ability, to the legislation.		
Information about contracted employer has been communicated to workers on site.		
Contracted Employer has WCB clearance and is COR certified (if applicable).		
Contracted Employer Safety	YES	NO
The contracted employer has instituted their own Health and Safety policy.		
Housekeeping is considered in day-to-day work.		
All workers are competent to perform the tasks they have been assigned.		
The proper PPE is available, and workers are trained on its care, use and limitations.		
All equipment, tools, materials being used at the work site are in safe working condition, free from obvious defects; adequate safeguards are in place.		
Permits are issued for hot work in compliance with the hot work policy.		
Lock Out Tag Out is performed on any tool or equipment found unsafe or defective.		
Permits issued for any confined space work being conducted; work is conducted per the Code of Practice		
Workers have training to respond to emergencies		