

# Contractor Safety Checklist

**Contractor Company Name:** \_\_\_\_\_

**Office Phone:** \_\_\_\_\_

**Project Start Date:** \_\_\_\_\_ **Project Completion Date:** \_\_\_\_\_

**Checklist Completion Date:** \_\_\_\_\_

**Contractor Representative:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**Contractor Project Supervisor:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**University Project Manager:** \_\_\_\_\_

**Project number:** \_\_\_\_\_

	<b>Topic</b>	<b>Contractor Requirements</b>
<input type="checkbox"/> Yes <input type="checkbox"/> No	Site Management	- Contractor's site Supervisor(s) identified and contact information provided. - A Site Supervisor to be on site at all times while work is being performed to ensure compliance with OHS requirements and coordinate sub-trades.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Communications with Project Manager	- All communication between University, consultants and contractors must be made through the University Project Manager unless other specific arrangements are made. - Instructions to and communications from sub-trades must be made only through the contractor.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Safety Legislation and Policies	- Comply with all applicable federal, provincial or municipal safety related legislation and University applicable policies and procedures.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Posted Information	- The contractor's company name, site supervisor's name and contact.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Housekeeping	- Maintain acceptable housekeeping and material organization around the site.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Worker Competence and Supervision	- Ensure project workers are adequately trained in safe work procedures prior to commencing work and are sufficiently and competently supervised. Proof of documentation to be provided upon request.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Personal Protective Equipment	- Appropriate personal protective equipment must be used when any person is on a construction site. At all times all persons must wear protective headwear, footwear and eye protection, and such other personal protective equipment as circumstances require (e.g., noise, respiratory protection).

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<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Contractor Equipment	- All equipment on site must be maintained in a safe operating condition. University reserves the right to require the removal from the work site of any faulty, unsafe or substandard equipment. - Only competent, and where required by law, certified workers may operate tools and equipment.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Barricades/Hoarding	- Adequate barricades and hoarding must be provided around all excavations and other construction activities.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Smoking	- Smoking is not permitted within any University building OR on University grounds. Except in designated areas.

**Permits** (where applicable, University policies to be provided to Contractor)

<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Hot Work	-Comply with Lakehead University Hot Work Permit Policy
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Lock Out	-Comply with Lakehead University Lock Out Policy

**Safe Work Procedures**

<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Asbestos	Asbestos within work area to be identified. Asbestos may be present outside work Asbestos area. Comply with University <i>Asbestos Management Program</i> .
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Chemicals	Comply with TDG/ WHMIS requirements. Chemicals Copies of MSDS must be available on site.

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**Hazards** (Note: Mark yes if hazard is present)

<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Ladders	May only be used for ascent or descent, or light work where the worker can maintain a three point stance.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Scaffolds	Erected in accordance with legislated requirements.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Fall Protection	Required when a worker may fall more than 3 metres

**Contractor Health and Safety Policy** (to be provided by Contractor)

<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	H&S Policy	Contractor to provide company policy document
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**Emergency Contact Procedures** (in all cases)

<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Emergency Procedures	- In case of emergency, Contractor to call 343-8911 in all cases to inform Security. Security will notify Emergency Services and accompany to site.
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*The Contractor agrees with and undertakes to comply with the health and safety requirements.*

**Print Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_