Contractor Safety Management Evaluation

CHECKLIST

General Safety
Hazard Identification Policy
Safety Meetings Program (Tailgate Meetings)
Responsibilities of Managers, Supervisors, and Workers
Communication Systems
Safe Work Practices and Procedures Policy
First Aid Policy
Emergency Preparedness Policy
Incident and Near-Miss Investigation and Reporting Policy
Company Personal Protective Equipment Policy
G.H.S. Policy
Discipline/Harassment Policy
Drug and Alcohol Policy
Worker Training Policy
Work Place Inspection Policy
Fall Protection Policy
Preventive Maintenance Policy
PLAN REQUIREMENTS

Contractors are to meet the current OH&S Act and Regulations and Code in relation to their Safety Programs. The University of Alberta expects all contractors to participate in the contractor safety program, report safety issues immediately, and submit formal paperwork as required.

The following items are to be completed by each Contractor prior to commencing work on-site and submitted to the University of Alberta. The requirements include, but are not limited to, the following:

General Safety

☐ Provide a company standard safety manual, current COR certificate and WCB clearance letter & rate statement.
☐ Are all the policies signed off by management and current?
☐ Is there a copy of the company safety manual on site for workers reference?
☐ Where can the site workers find a current copy of OH&S on site?
☐ How often is the company safety manual reviewed by management?

Hazard Identification Policy

☐ Provide a copy of your hazard assessment form.
☐ How often are hazard assessment forms completed?
☐ Who participates in completing hazard assessment forms?
☐ When are the hazard assessment forms completed?
☐ Who is responsible for ensuring hazard assessments are done and reviewing their content?

Safety Meetings Program (Tailgate Meetings)

☐ Provide a copy of your company safety meeting form.
☐ Who is responsible for conducting the safety meetings on site for your company?
☐ Who is required to attend the company safety meetings?
☐ How often are safety meeting held eg, weekly, bi-weekly, monthly, ect?

Responsibilities of Managers, Supervisors, and Workers

☐ Describe the responsibilities of your managers, supervisors, and workers related to safety and environmental issues or advise where the description of responsibilities is located in your company standard safety manual.
☐ Who is ultimately responsible for safety and environmental issues on the site for your company?

Communication Systems

☐ How are your safety and environmental policies communicated to your site workers?
☐ Who is responsible for communication of your safety and environmental policies to your site workers?
☐ How are U of A’s safety and environmental policies communicated to your site workers?
☐ Who is responsible for communication of U of A’s safety and environmental policies to your site workers?
☐ Do your employees undergo a company safety and environmental orientation?
☐ How are additional personnel updated as to current site safety issues and expectations?
Safe Work Practices and Procedures Policy

□ Who is responsible for developing your safe work practices and procedures: (a) Generally, and (b) On site?
□ How are the requirement for new safe work practices and procedures identified and met?
□ How are the safe work practices and procedures communicated to your existing employees and to new employees?
□ Where will your on-site copy of the Safe Work Practices be kept?

First Aid Policy

□ What is your company policy regarding First Aid training?
□ What is your minimum requirement for first aid trained workers/equipment on site?
□ Where will your first aid kits be kept on site?

Emergency Preparedness Policy

□ How often is your emergency response plan tested?
□ Where will your Emergency Response Plan and contact numbers be posted?
□ Is there a list of current first aiders on site?
□ Who is responsible for developing the site emergency response plan for your company?

Incident and Near-Miss Investigation Reporting Policy

□ Who performs incident or near miss investigations for your company on-site?
□ Does your company have an injury management program, once a worker becomes injured?
□ Who is responsible for injury management for your company?
□ What are your reporting timelines for near miss or incident documentation?
□ Provide a copy of your Near Miss/Incident Investigation form

Company Personal Protective Equipment Policy

□ What are the general PPE requirements?
□ Are workers instructed in the proper use of site PPE? If so, how and by who?
□ Are there unique conditions with additional PPE requirements? If so, what additional PPE is required for what condition?
□ When specialized PPE is used, is training provided? If so, what training will be given?

G.H.S. Policy

□ Are workers trained in G.H.S.? If so, by who?
□ Who is responsible for G.H.S. on site for your company?
□ Where will the MSD sheets be kept on site?
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Discipline/Harassment Policy

☐ Reference where your company discipline and harassment policy is located.
☐ Who is responsible for enforcing your discipline and harassment policy?

Drug and Alcohol Policy

☐ Does your company have a drug and alcohol policy?
☐ If so, who is responsible for ensuring compliance with your drug and alcohol policy?

Worker Training Policy

☐ Who is responsible to ensure your workers are trained for their tasks?
☐ What special training is required for the tasks being completed?

Work Place Inspections Policy

☐ Provide a copy of your Inspection form.
☐ How often are site inspections preformed?
☐ Who is responsible for site inspections and who participates in the site inspection process (eg, Managers, Supervisors, Workers, etc.)?

Fall Protection Policy

☐ What is your company’s policy regarding fall protection?
☐ Are workers trained in the proper care and use of fall protection?
☐ Are fall protection plans completed when working with fall protection systems?
☐ Provide a copy of your fall protection plan forms.

Preventive Maintenance Policy

☐ Provide a copy of your preventive maintenance forms.
☐ Who is responsible for performing preventive maintenance for your company?
☐ What is your maintenance frequency for tools/equipment?