# Contractor Safety Acknowledgement

I acknowledge that I have received a safety orientation from **(Company Name)**.

As a condition of contract between **(Company Name)** and myself/company, I have read and understood my responsibilities as they are defined in this program and will abide by these rules, policies and procedures as well as any regulations or otherwise governing safety.

I understand that it is my responsibility as an employer to inform/educate/instruct workers under my control on any policies/procedures/regulations with respect to safety while working on **(Company Name)** projects.

I understand that this program is to be used in conjunction with the Workers Compensation Act and Occupational Health and Safety (OHS) Regulation, and if there is a discrepancy between the two, that the act and regulation will take precedence over this program.

I understand that **(Company Name)** reserves the right to change or amend their safety program at any time.

I understand that any violation of the safety program/policies/procedures or regulation will be cause for disciplinary action or termination of contract.

I acknowledge that I understand the requirements of the **(Company Name)** safety program and agree to abide by all such requirements.

Company:

Employee Name: (Contractor)

Signature: (Contractor)

# Contractor Safety Orientation

Contractor name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position (tasks): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date on site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of orientation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person providing orientation (name, position and company): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

| **Topic** | **Initials** (trainer) | **Initials** (worker) | **Comments** |
| --- | --- | --- | --- |
| 1. Company contact name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Telephone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |
| 2. Rights and responsibilities  (a) General duties of contractors and company expectations |  |  |  |
| (b) Worker right to refuse unsafe work and procedure for doing so |  |  |  |
| (c) Worker responsibility to report hazards and procedure for doing so |  |  |  |
| 3. Workplace health and safety rules  a) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  b) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  c) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  d) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |
| 4. Known hazards and how to deal with them  a) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  b) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  c) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  d) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |
| 5. First aid  (a) First aid attendant name and contact information  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |
| (b) Locations of first aid kits and eye wash facilities |  |  |  |
| (c) How to report an illness, injury, or other incident (including near misses) at the workplace/company location |  |  |  |
| 6. Emergency procedures  (a) Locations of emergency exits and meeting points |  |  |  |
| (b) Locations of fire extinguishers and fire alarms |  |  |  |
| (c) How to use fire extinguishers |  |  |  |
| (d) What to do in an emergency situation |  |  |  |
| 7. Where applicable, basic contents of the OHS program  Review the corresponding program section for all high-risk activities (e.g., working at heights, confined space entry, lockout/tagout of equipment, mobile equipment operation, and hazardous materials handling) involved with the contractor’s scope of work. |  |  |  |