

Contractor orientation checklist

Site: _____ Date: _____

Contractor: _____ Company: _____ Work area: _____

A good-practice checklist, not a complete list of legal requirements. Add any provincial or OSHA requirements that apply to your site.

Done	Topic	What to cover
☐	Site rules	Hours, sign-in and sign-out, where contractors may and may not go, smoking, phones and vehicles.
☐	Hazards in the work area	The specific hazards where they will work: moving equipment, forklifts, chemicals, noise, heights, hot work.
☐	PPE	What is required in the work area, what the contractor brings and what the site provides.
☐	Emergency exits and muster point	The nearest exits, the alarm sound, the muster point, and that they must report there to be accounted for.
☐	First aid	Where the first aid kit is and who the first aiders are.
☐	Reporting incidents and near misses	Who to tell, how fast, and that near misses are reported too.
☐	Lockout and permits, if applicable	Lockout, hot work, confined space or other permits the job needs, and who issues them.
☐	Who to contact	The host, the safety contact and the after-hours number.
☐	Site-specific additions	Any provincial or OSHA requirements that apply to your site.

Contractor signature: _____ Date: _____

Orientation given by: _____ Date: _____