

Contractor Health and Safety Checklist

Part A: This section is mandatory and must be initialed by the Contractor.

Initial	Confirming Information Provided to the Town
	The Town has been provided with a copy of the company’s health and safety policy and program. If there is no written health and safety program, Part C: “Healthy and Safe Work Plan” is completed.
	The Town has been provided proof of WSIB coverage in good standing prior to start of work; OR WSIB Independent Operator Status questionnaire has been completed and provided to the WSIB, and the WSIB document proving status has been provided to the Town.
	The Contractor attests that all workers working on site have all training and qualification certificates that is legislated and relevant to the work they are engaged in for the Town (e.g. working from heights, worker roles and responsibilities). Contractor shall provide the Town with any and all copies or records of such training and/or qualification certificates forthwith upon request.
	Proof of General Liability Insurance
	Signed copy of Health and Safety Performance Review
	Details of any Ministry of Labour health and safety inspections and any charges/convictions under the Occupational Health and Safety Act within the last five (5) years
Confirming Commitment to Comply Contractor Commits:	
	To comply with applicable legislation, regulations, codes, including Accessibility legislation where applicable.
	To enforce safety compliance with employees and sub-contractors.
	To perform daily safety inspections of project.
	To employ only qualified, competent workers and supervisors on the project.
	To provide copies of MOL reports, orders, charges laid in relation to this project to the Town within 24 hours of receipt.
	To inform the Town of any injuries related to this project within 24 hours. If it is a critical incident, to contact the MOL and Town immediately.
	To inform the Town Contact prior to the disposal of hazardous materials related to this project.
	To take all necessary steps to protect the Town and its employees from harm during the course of this project.
	Other Concerns:

Part B: Initial all the requirements/qualifications that you, your employees and/or subcontractors and subcontractor personnel satisfy and are required to have for the project/work you are engaged in.

Initial	Contractor Responsibilities Proof of Procedures/Training
	Sign in and out procedures
	Emergency procedures
	Lock out and tag out
	Fall protection
	Scaffolding and ladders
	Elevated work platforms
	Excavation and trenching
	Traffic control
	Confined space
	WHMIS program
	Health and Safety representative where applicable
	Electricians
	Plumbers
	Refrigeration and Air Conditioning Mechanic
	Use of Designated Substances
	Designated Substance Removal
	Other:
	Other:
	Other:
	Other:

Part C: Healthy and Safe Work Plan

(to be completed if no documented Health and Safety Program is available)

<p>Please provide a brief outline of the type of work to be performed:</p>

List the hazards associated with this type of work:

List the measures in place to protect workers against the hazards listed (ie. Policies, equipment guarding, established equipment maintenance program, personal protective equipment, etc.);

Training (list specific relevant qualifications obtained by all personnel);

Additional Information related to worker safety for this project: