Contractor Name: ____________________________
Project Order # :   ______________________ Contract Order #: ___________________
Estimated duration of Contract: _______________________________________
Project Leader (U of G contact): 1. ____________________________________
   2. ____________________________________
Description of work & number of employees on site: _____________________________
   ______________________________________________________________________
   ______________________________________________________________________
WSIB Certificate of Clearance Rec’d  ☐ Yes  ☐ No   H&S Policy Rec’d  ☐ Yes  ☐ No

Job Hazards:  Confined Spaces ☐ Yes  ☐ No           Working at Heights ☐ Yes  ☐ No
   Hot work ☐ Yes  ☐ No           Lockout/ Tagout ☐ Yes  ☐ No
Chemicals on Site: ☐ Yes  ☐ No           MSDS Available:  ☐ Yes  ☐ No
Designated Substances ☐ Yes  ☐ No           If yes, attach Safe Work plan.

Personal Protective Equipment to be worn: ___ safety glasses, ___ safety shoes,
   ___ hearing protection, ___ fall protection, ___ respiratory protection, ___hard hats,
   ___ gloves, other(s) ____________________________________________
Emergency Evacuation Awareness:  ☐ Yes  ☐ No
Hot Work Permit Required:  ☐ Yes  ☐ No   Hot Work Permit #:  ______

Proof of Competency:  Required:  ☐ Yes  ☐ No   Certificate Shown: __________
WHMIS
   Lift Truck / Scissor lift
   Fall Protection
   Lock Out / Tagout
   Confined Space training
   Other ____________________________________________________________

Tool Box Talks Conducted:  ☐ Yes  ☐ No   Frequency ______________________
Site Safety Inspections Done:  ☐ Yes  ☐ No   Frequency ______________________
By whom ____________________________________________________________

Contractor Supervisor: ____________________________ Telephone #: (____)_____-______
(In case of emergency)                 Cell #: (____)_____-______

Contractor Signature: ____________________________ Date: _____________
U of G Supervisor Signature: ____________________________ Date: _____________

Job completion:  ☐ Yes  ☐ No   Date: ______________________
Clean up completed:  ☐ Yes  ☐ No   Safety practices followed:  ☐ Yes  ☐ No
Comments: __________________________________________________________

Cc  1. EHS  2. U of G Supervisor (PEC or Maintenance)        3. Contractor
Contractor Rules and Procedures

a) Health & Safety Rules – Failure to obey U of G Health & Safety Rules, Policies and Procedures and failure to wear or use appropriate safety equipment (safety glasses, shoes, hearing protection, harnesses and lifelines etc.) may result in removal from site.

b) Smoking – Smoking is not permitted anywhere in buildings, outside areas only.

c) Alcohol and Drugs – The possession, storage, sale or consumption of alcohol or illegal drugs on U of G property is strictly prohibited and will result in removal from site and/or prosecution.

d) Theft or willful damage to U of G or employer’s property is strictly forbidden and will result in removal from site and/or prosecution.

e) Fighting, threatening or use of violence against any person on U of G property will result in removal from site and/or prosecution.

f) Parking – U of G parking permits must be obtained and posted parking notices followed

g) Clean up of job site – all areas of work must be left clean. All waste, tools and machinery to be removed from the U of G property and waste to be disposed of in accordance with MOE guidelines. Failure to do so could result in a back charge to contracting firm for clean up.

h) Working at heights – requires proper use of lanyards, harness, etc. Operator of skyjack will be certified and must have current certificate of training.

i) Operators of power equipment – such as tow motors must show certificate of competency.

ej) Additional P.P.E. – may be required while on site. Hard hats to be worn when hazards deem necessary. Face shields and welding glasses required if welding. Screen to be put in front of areas where welding takes place. Grinding wheel to be guarded according to CSA standards. Respiratory equipment to be worn when directed to do so.

k) Hot work permit required – for all welding. Permit obtained from U of G Security Services; to be returned to U of G Supervisor on completion of job.

l) Report all accidents and incidents – to U of G Supervisor authorizing project. Contractor to provide U of G with the completed accident investigation forms involving any incident on site.

m) Asbestos – obtain information regarding presence of asbestos for building involved.