**Contractor Pre-Job Safety Orientation Report**

**CSM-003**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Facility Name and Location: | | | |  | | | | | | | | Company Job Representative: | | | | |  | | | | |
| Contractor Company Name: | | | |  | | | | | | | | Contractor Representative: | | | | |  | | | | |
| Contractor Telephone: | | | |  | | | | | | | | Contractor Address: | | | | |  | | | | |
| Location work will be performed: | | | | |  | | | | | | | Number of employees: | | | | |  | | | | |
| Length of project | |  | | | | Estimated Days | | | |  | | | Brief description of work: | | | | |  | | | | |
| Normal work hours: | |  | | | | AM to |  | | | PM | | | Subcontractors: | |  | | | | | | | |
| Special equipment: | |  | | | | | | | | | | | | | | | | | | | |
| **NOTE: Any contractor or contract employee has the authority to stop any unsafe act and halt the activity until resolved.** | | | | | | | | | | | | | | | | | | | | | |
| **A. Topics Discussed During Orientation: Check all that apply** | | | | | | | | |  |  | Lead in construction | | | | | | | |  | | Security requirements |
|  | Orientation requirements | | | |  | Excavations / trenching / shoring | | | |  | Noise / hearing conservation | | | | | | | |  | | Site –Specific or Business Unit Specific |
|  | Accident / Injury reporting | | | |  | Fall protection | | | |  | OQ tasks & site specific AOC’s | | | | | | | |  | | Short Service Employee proceedure |
|  | Asbestos | | | |  | Fire prevention & protection | | | |  | Permit to begin work | | | | | | | |  | | Training requirements |
|  | Chains, slings, & cables | | | |  | First aid & Bloodborne pathogens | | | |  | Personal protective equipment (PPE) | | | | | | | |  | | Vehicle & mobile equipment policy |
|  | Confined space entry | | | |  | Hazardous atmospheres | | | |  | Process safety management (PSM) | | | | | | | |  | | Water/ dock operations |
|  | Drug / alcohol & firearm | | | |  | Hazardous energy control LO/TO | | | |  | Radiation producing equipment | | | | | | | |  | | Welding safety |
|  | Electrical safety | | | |  | Hot Work permits | | | |  | Regulatory inspections | | | | | | | |  | | Work clothing |
|  | Other | | | |  | TG ERL Requirements/Process | | | |  | Respiratory equipment | | | | | | | |  | | Worksite safety |
|  | Emergency evacuation | | | |  | Identification of hazard materials | | | |  | Right-of-Way/Roadside work | | | | | | | |  | | Other: |
|  | Environmental req. | | | |  | Job hazard analysis / assessment | | | |  | Scaffold & ladder requirements | | | | | | | |  | |  |
| 1. **Company chemicals to which contract**   **employees may be exposed:** | | | | | | | | **1.** | | | | | | | | **2.** | | | | | |
|  | | | | | | | | **3.** | | | | | | | | **4.** | | | | | |
| Were MSDS sheets provided to the Contractor? | | | | | | | | | | | | | | **Yes**  **No**  **N/A** | | | | | |  | |
| **(If No, the Company representative informed the Contractor of the location of the facility’s MSDS files and provided the Contractor with access to the files.)** | | | | | | | | | | | | | | | | | | | | | |
| Location of MSDS File: | | |  | | | | | | | | | | | | | | | | | | |
| **This list may not include all chemicals to which contract employees may be exposed.**  **Contractor is responsible for identifying all chemicals and for protecting contract employees from exposure to chemicals that are or are not on this list.** | | | | | | | | | | | | | | | | | | | | | |

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| --- | --- | --- | --- | --- |
| 1. **Contractor chemicals to which employees may be exposed:** | **1.** | | **2.** | |
| **3.** | | **4.** | |
| Were MSDS sheets provided to the Company? | | **Yes  No  N/A** | |  |
| Does Contractor have all required PPE, tools and equipment required to safely perform the job? | | **Yes  No  N/A** | |  |
| Were known existing site hazards discussed? | | **Yes  No  N/A** | |  |
| **Contractor is responsible for obtaining all required PPE, tools and equipment prior to conducting any work.** | | | | |

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| **D. List known existing site hazards:** | | | **1.** | | **2.** | | |
|  | | | **3.** | | **4.** | | |
| **Note:** Site hazards may include: | |  | | | | | |
| ⚫ Hazardous Atmospheres  ⚫ Chemicals/Materials that may present a fire hazard or an exposure hazard | | | | ⚫ Equipment used simultaneously in area where Contractor will be working  ⚫ Ground and overhead hazards, such as pits, trenches, electrical lines and booms | | | |
| **Contractor is not relieved of its duty to exercise due care while on Company job site or while performing work for Company.**  **Contractor is responsible for all site hazards caused or created by Contractor.** | | | | | | | |
| **Contractor orientation conducted by:** |  | | | | | **Date:** |  |
| **Contractor Representative(s):** |  | | | | | **Date:** |  |

CONTRACTOR SAFETY & ENVIRONMENTAL ORIENTATION DOCUMENT

*By signing below I acknowledge that I have received a Safety & Environmental orientation. I acknowledge and agree to comply with all Company Safety & Environmental requirements along with any Site-specific rules while on Company property or job site.*

*(Safety is of utmost importance and is integrated equally into: Production, Quality, Cost Control, Environmental and all other aspects of the construction project)*

|  |  |  |  |
| --- | --- | --- | --- |
| **CONTRACTOR NAME:** |  | | |
| **EMPLOYEE NAME** | **SIGNATURE** | **EMERGENCY CONTACT NUMBER** | **DATE** |
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