**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)*

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