



*This form is to be completed in full by the Contractor and submitted to the City with ALL accompanying documentation.*

**Section A**

Contractor Information				
Contractor Name:	Contact:			
Street Address:				
Office Number:	Mobile:			
Description of Services Performed:				
Names of Contractors representatives and supervisors working on the project with cell phone numbers:				
Attach a list of ALL sub-contractors working on this project	<input type="checkbox"/>	Provided	<input type="checkbox"/>	N/A
<i>The Corporation of the City of Orillia reminds their contractors that they are required to work in a safe manner, and to comply with all applicable requirements of the Ontario Occupational Health and Safety Act (OHSA) and regulations, and any other applicable codes, standards and legislation that applies to the work they are performing.</i>				

**Section B**

Documentation to be provided to the City prior to work commencement. Delays to work schedule will result from late submissions.				
Contractor's Health and Safety Policy Statement	<input type="checkbox"/>	Provided		
Copy of Occupational Health & Safety Act maintained on-site by Contractor	<input type="checkbox"/>	Posted	<input type="checkbox"/>	Available
Copy of Ministry of Labour (MOL) Notice of Project for all contracts over \$50,000	<input type="checkbox"/>	Provided	<input type="checkbox"/>	N/A
Copy of MOL Form 1000 <u>Registration of Constructors and Employers Engaged in Construction</u> (For Construction Projects)	<input type="checkbox"/>	Provided	<input type="checkbox"/>	N/A
Copy of any Building and/or Road Occupancy Permits as required	<input type="checkbox"/>	Provided	<input type="checkbox"/>	N/A
Copies of SDS for any hazardous chemicals to be used on-site	<input type="checkbox"/>	Provided	<input type="checkbox"/>	N/A
Copy of Confined Space Program (and Entry Permits/ Coordination and Declaration forms as required)	<input type="checkbox"/>	Provided	<input type="checkbox"/>	N/A
ESA Permits for all electrical work not covered under the CSS Agreement	<input type="checkbox"/>	Provided	<input type="checkbox"/>	N/A
Proof of Liability Insurance (with "The Corporation of the City of Orillia" listed as additional insured)	<input type="checkbox"/>	Provided		
WSIB Clearance Certificate <i>(Where no WSIB Clearance is available, approved independent operator status is required)</i>	<input type="checkbox"/>	Provided		
Other Documentation provided – please list here:				



**Section C**

**Personal Protective Equipment (PPE) & Hazard Notification**

PPE required and supplied?  Yes  No  N/A

If yes, state what it is and when it is required (attach a list if more space is required):

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First Aid Box and Emergency equipment shall be available on site as required (i.e. fire extinguishers, eye wash stations etc.)  Yes  No  N/A

**Section D** (This section is to be completed for ALL Construction Projects)

**Contractor Health and Safety Representatives**

Worker Rep. Name Telephone # :

Management Rep. Name Telephone # :

**Pre-Construction Meeting**

Date: Time:

Location:

**Traffic Control Measures (if applicable):**

Warning sights/lights/lane control devices in good condition  Yes  No  N/A

Vehicle/Equipment flashing lights operational  Yes  No  N/A

CSA approved reflective clothing worn by Traffic Control Person(s)  Yes  No  N/A

Traffic Controller: trained, competent, written instructions  Yes  No  N/A

Setup in compliance with MTO for Roadway Work Operations  Yes  No  N/A

Copy of Traffic Control Plan on site  Yes  No  N/A

**Section E**

**Comments**

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**By signing this document, I (the Contractor) acknowledge that I have been provided with a list of known hazards from the City of Orillia, and that I have independently identified, reviewed with all staff and will make every effort to address all hazards and safety concerns related to the work associated with this contract.**

**Form Completed by:**

**Date:**

*Print Name and Provide Signature*

*(dd/mm/yyyy)*

**Form Reviewed by:**

**Date:**

*City of Orillia Contact Print Name and Signature*

*(dd/mm/yyyy)*

**\*Completed Contractor Checklist and ALL documentation must be received by the City of Orillia BEFORE the Contractor is permitted to commence work\***