



Use this checklist with our guide, **How to Manage Contractor Safety**, for each contractor or job. Scale it to the risk: a small, low-risk job may only need some items, while high-risk work needs all of them. Click a box to tick it, or print it and work through it with the people responsible.

Contractor

Job or project

Start date

Risk level of the work

☐ Low ☐ Medium ☐ High ☐ Multi-employer site

1. Plan the work

- ☐ The scope is written down: what, where, when and with what equipment.
- ☐ Hazards are identified in both directions: the contractor's work affecting our people, and our site affecting theirs.
- ☐ Permits and controls are decided, such as lockout, hot work, confined space, working at heights or ground disturbance.
- ☐ We know who holds the prime contractor, constructor or principal contractor role, if one is required.

2. Prequalify and select

- ☐ The contractor's safety program and hazard assessments fit the work.
- ☐ COR or SECOR status checked, where our industry expects it.
- ☐ Current workers' compensation clearance and proof of insurance are on file.
- ☐ Injury statistics, regulatory orders, worker training and subcontractor management have been reviewed.

3. Put safety in the contract

- ☐ Roles, site rules, permits, training and PPE requirements are written into the contract.
- ☐ Subcontractors need our approval before they start.
- ☐ Incident and hazard reporting, inspection access and stop-work rights are included.
- ☐ Clearance is required before work starts and before payment.

Notes



4. Orient and exchange hazard information

- ☐ Every contract worker has had a site orientation, and attendance is recorded
- ☐ Site hazards, rules, restricted areas, emergency procedures and muster points were covered
- ☐ The contractor explained the hazards its work creates for others
- ☐ The contractor's job hazard assessment, procedures and permits were reviewed
- ☐ Field-level hazard assessments and start-of-shift meetings are in place

5. Monitor the work

- ☐ Site walks or inspections are scheduled to match the risk of the work
- ☐ Permits and locks are checked and closed out properly
- ☐ Regular check-ins happen with the contractor's supervisor
- ☐ Concerns are raised right away, and corrective actions are tracked to completion

6. Incidents and changes

- ☐ Contractors report incidents, near misses and hazards to us as well as their employer
- ☐ We've agreed who investigates and who notifies the regulator
- ☐ Changes in scope, crew, equipment or conditions trigger a fresh look at the plan

7. Evaluate and keep records

- ☐ The contractor's safety performance has been evaluated at the end of the job
- ☐ Prequalification, contract, clearances, orientation, permits, inspections and incidents are filed together
- ☐ The evaluation is used when deciding on future work

Need help setting up contractor safety? Calgary Safety Consultants helps employers build prequalification, contract requirements, orientations and monitoring that work in the field. Read the full guide at calgarysafetyconsultants.ca/safety-guides/safety-programs/contractor-safety/ or call 1-888-231-0358.

Evaluation notes