



## SaskPower Contractor Management - Orientation Checklist Level One- Four (L1 - L4) Scope of Work

Date of Orientation:
Name of Contract Administrator or designate performing Orientation:
Contractor name:
Contractor Employees being oriented:

\_\_\_\_\_ **Perform hazard identification and risk assessment**

- Authorization to Work form
- Hazard identification and risk analysis form
- SaskPower List of Hazards – specific to RU

\_\_\_\_\_ **Verify Contractor qualifications**

- Confirm WCB (for L2-4)
- Trade certifications and other qualifications, as applicable

\_\_\_\_\_ **Perform general safety orientation** (may be verbal for L1 only)

- List of safety policies and standards
- Contractor Health, Safety & Environment Handbook

\_\_\_\_\_ **Perform site specific orientation**

- Site specific general rules and security
- Personal Protective Equipment
- Facility tour
- SaskPower Safety Rulebook
- Standard Protection Code, if applicable
- Site specific safety procedures, process

\_\_\_\_\_ **Identify communication channels**

- Contractor – SaskPower Key Contacts Form
- Specify mode (email, tele) and frequency of communication*

\_\_\_\_\_ **Communicate Applicable OH&S Act & Regulations**

- *The Saskatchewan Occupational Health and Safety Act and Regulations, 1993*

\_\_\_\_\_ **Identify site emergency response procedures**

- Emergency contact telephone numbers
- Emergency evacuation plan
- Review contractor's emergency response plan, if available (for L4).

\_\_\_\_\_ **Communicate contractors' requirement for work observations**

(in addition to work observations performed by contract administrators)

- Work Observation form
- For L3: - Start of contract work*  
*For L4:- Quarterly: services greater than 6 months - Monthly: services between 3 to 6 months*

\_\_\_\_\_ **Communicate scheduled meetings requirements**

- Pre-Job Meeting Agenda (for L3 & L4 only)
- Tailboard Meeting template (for L3 & L4 only)
- Monthly Safety Meeting template (for L4 only)

\_\_\_\_\_ **Communicate incident reporting and investigation requirements**

- Incident Report Form
- Investigation Report Form

\_\_\_\_\_ **Communicate post performance evaluation requirements** (where deficiencies were identified)

- Non-conformance Report
- Post Performance Evaluation Form (For L4 only)

\_\_\_\_\_ **Record Management Requirements**