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

Date of Orientation:	Orientation Performed by:
Contractor Company name:	
Contractor oriented:	Signature:

____ Perform hazard identification and risk assessment
- Authorization to Work form
- Hazard identification & risk analysis form
- SaskPower List of Hazards – specific to RU

____ Verify Contractor qualifications
- Confirm WCB (for L2, L3, L4)
- Appropriate Supervision for work
- Appropriate safe work procedures / practices for high hazard work (L3 and L4)
- Applicable trade certifications, qualifications, competencies
- Applicable Training

____ 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