



Contractor Administrator/Designate Communication - Key Contact

SaskPower	Project Name/Number:			
	SaskPower Contract Administrator:			
	Name (print)	Title	Phone:	
	Cell Number:	Email:	Fax:	
	SaskPower Designate Contact:			
	Name (print)	Title	Phone:	
	Cell Number:	Email:	Fax:	
	Safety	Safety Coordinator Contact:		
	Name (print)	Title	Phone:	
	Cell Number:	Email:	Fax:	
Environment	Environmental Management System Representative Contact:			
Name (print)	Title	Phone:		
Cell Number:	Email:	Fax:		
Contractor	Contractor Administrator:			
	Name (print)	Title	Phone:	
	Cell Number:	Email:	Fax:	
	Alternate Contractor Contact:			
	Name (print)	Title	Phone:	
	Cell Number:	Email:	Fax:	
	Safety	Safety Coordinator Contact:		
	Name (print)	Title	Phone:	
	Cell Number:	Email:	Fax:	
	Environment	Environmental Contact:		
Name (print)	Title	Phone:		
Cell Number:	Email:	Fax:		
Requirements (Complete if designating Contractor Administrator Duties)	<input type="checkbox"/> Identify safety and environmental hazards and risks <input type="checkbox"/> Verify Contractor qualifications (if applicable) <input type="checkbox"/> Perform general safety orientation <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div> <input type="checkbox"/> Reference SaskPower Health, Safety & Environmental requirements. If yes, specify _____ </div> <div> <input type="checkbox"/> Awareness of SaskPower Health, Safety & Environmental Policy. If yes, specify: _____ </div> </div> <div style="margin-top: 5px;"> <input type="checkbox"/> Reference OH&S Regs. If yes, specify: _____ </div> <div style="margin-top: 5px;"> <input type="checkbox"/> Reference Contractor Safety, Health & Environment Handbook </div> <div style="margin-top: 5px;"> <input type="checkbox"/> Perform site specific orientation <div style="display: flex; justify-content: space-between; margin-left: 20px;"> <div> <input type="checkbox"/> Site specific general rules and security <input type="checkbox"/> Standard Protection Code </div> <div> <input type="checkbox"/> SaskPower Safety & Environment Rulebook <input type="checkbox"/> Facility tour </div> <div> <input type="checkbox"/> Personal Protective Equipment <input type="checkbox"/> Site specific safety procedures, process </div> </div> </div> <div style="margin-top: 5px;"> <input type="checkbox"/> Identify communication channels <input type="checkbox"/> Review site emergency response procedures <input type="checkbox"/> Monitoring requirements <input type="checkbox"/> Report non-conformances to CA <input type="checkbox"/> Communicate incident reporting requirements <input type="checkbox"/> Record Management Requirements <input type="checkbox"/> Specify requirements </div>			
Signatures	Contractor Representative Name	Contractor Representative Signature	Date	Company Name
	Contract Administrator Name	Contract Administrator Signature	Date	SaskPower
	Contract Administrator Designate Name	Contract Administrator Designate Signature	Date	SaskPower