

CONTRACTOR Information & Orientation Form

Prior to performing any services to RBG, the Contractor shall submit all the required documentation and complete the following questionnaire:

1. Contractors Name and address:	
2. Contractors contact (name and number) to call in the event of an emergency:	
3. Name and contact information of the RBG Designate responsible for the Contractor:	
4. Description of the work to be performed	
5. List of Contractor Employees who will be on site to perform the contracted job tasks (or attach a list)	
6. A WSIB Certificate of Clearance is attached	<input type="checkbox"/> YES <input type="checkbox"/> NO
7. Attach a copy of your General Liability Insurance	<input type="checkbox"/> YES <input type="checkbox"/> NO
8. Number of workers employed by contractor	
9. We have a JHSC or worker rep if < 20 employees	<input type="checkbox"/> YES <input type="checkbox"/> NO
10. Has an employee of your company suffered a work-related fatal or "critical injury"?	<input type="checkbox"/> YES <input type="checkbox"/> NO
11. Has your company or a workplace party while under the employ of your company been prosecuted under the Ontario Occupational Health & Safety Act?	<input type="checkbox"/> YES <input type="checkbox"/> NO
12. Name of Manager responsibility for H&S at your company	
13. Name of your H&S Manager/Coordinator	
14. Do you provide company-paid H&S training?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
15. Do you conduct inspections on operating equipment (cranes, forklifts, etc.)?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
16. Do you use H&S performance criteria in selection of subcontractors?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
17. Have your employees received the required H&S training?	<input type="checkbox"/> YES <input type="checkbox"/> NO
18. Have your employees received Working at Heights training for construction projects in accordance with the OHSA?	
19. Have employees been trained in appropriate job skills?	<input type="checkbox"/> YES <input type="checkbox"/> NO
20. Are employees certified where required by regulatory or industry standards?	<input type="checkbox"/> YES <input type="checkbox"/> NO
21. Do you have a Health & Safety Orientation for new hires and newly promoted supervisors?	<input type="checkbox"/> YES <input type="checkbox"/> NO
22. Our employees have received the "Rules and Regulations for Contractors" sheet and agree to strictly adhere to them	<input type="checkbox"/> YES <input type="checkbox"/> NO
23. Do you agree to abide by RBG H&S policies and relevant legislation from the Ontario Ministry of Labour and Ontario Ministry of the Environment while working on RBG property?	<input type="checkbox"/> YES <input type="checkbox"/> NO

24. Provide details of policies & procedures	Contractor Policy in Place	Contractor has reviewed RBG Document http://www.rbg.ca/hscontractor
Corporate Health & Safety Policy (per OHS section 25)		
Workplace Violence & Harassment, including Bill 132		
Incident Investigation		
WHMIS		
Personal Protective Equipment		
Roles & Responsibilities for Workplace Parties (RBG policy includes Accident & Hazard reporting)		
Hazard Reporting		Included in Roles & Resp.
Accident Reporting		Included in Roles & Resp.
Critical Injury		
Emergency Response Plan		
Lockout/Tagout		
Working Alone		
Ladder Safety		
Fall Protection		NA
Confined Space		NA
Right to refuse unsafe work		
No Smoking		
Alcohol & Substance Abuse		
Heat Stress		
List of JHSC Members	NA	
Location of first aid equipment & personnel	NA	
Rules and Regulations attached	NA	
AODA Customer Service Training		

Contractors Name (print)

Signature
"I have the authority to bind the Corporation"

RBG Manager Responsible for Contract

Signature

Date

NOTE: A copy of this form must be put in the contractor's file maintained by the Physical Assets & Security



department.

RULES AND REGULATIONS FOR ALL CONTRACTORS

- Any violations of these Rules and Regulations will result in immediate suspension of work until consultation with the RBG is completed to improve performance and may result in the termination of the contract for services.
- No work shall commence without the approval of the RBG Designate.
- All work is to be performed in a manner which complies with the:
 - Occupational Health and Safety Act,
 - Health and Safety Regulations
 - Contractors Health and Safety Policies, procedures, Practises and guidelines
 - RBG Health and Safety Policies, procedures, Practises and guidelines
 - Any and all relevant Legislation or Regulations governing the type of work being performed.
- All Employees of the Contractors shall:
 - Wear the required personal protective equipment and maintain the equipment in good working order.
 - Use all safety devices and guards.
 - Immediately report to their Manager or Supervisor any:
 - Defects in any personal protective equipment.
 - Defective safety devices, guards, or equipment that they are assigned to use.
 - Defective lighting, equipment, ventilation, floor, railing, guard, structure.
 - Unsafe condition, unsafe acts, practices or procedures.
 - Injuries or incidents that might have caused any injury.
 - Incident that has caused or might have caused any property damage.
 - Immediate or potential hazards.
 - Not be in possession of, drinking of, or being under the influence of alcohol or reporting to work under the influence of the same.
 - Not be possession of, purchase, transfer of possession, or being under the influence of an intoxicating substance (i.e. illegal drugs or the misuse of prescription drugs), or reporting to work under the influence of the same.
 - Use only the tools, equipment, materials, and perform processes that they are trained and authorized to.
 - Use tools, equipment and materials only in the manner intended.
 - Regularly inspect work area, and keep workplace safe and orderly.
 - Maintain good housekeeping at all times in their assigned work areas.
- RBG's property and property of the employees of the RBG must not be abused or removed from the premises without authority.
- Any damage by the Contractor to the property of the RBG will be repaired and charged to the Contractor.
- The work location shall be left in an orderly, clean and safe manner. At the total completion of the job, all debris must be picked up and the area left clean.
- The Contractors shall review with all of their employees working at the workplace the RBG Emergency procedures and Evacuation Procedures.
- All extension ladders must be tied, and safety belts must be worn when working at a height of 9 feet or more. Appropriate ladders must be used to minimize any safety hazard.
- The Contractors must store and dispose of all materials/equipment off premises, unless specific permission is provided by the RBG Designate.
- The Contractors must have MSDS documentation available for any controlled substances brought on site.