

**PContractor Indoctrination Checklist
Health & Safety Form**

This Contractor Indoctrination is valid for a period of 1 year. Each individual working on behalf of the contract company is required to complete this indoctrination prior to onsite work activities.

CONTRACTOR INFORMATION

Contractor's Company Name:	Insert Contractor's Company Name
Contractor Supervisor:	Insert Contractor's Name
Contractor's Signature & Date:	Insert Contractor's Supervisor Name

Read the information below and then sign when review complete:

The contractor company agrees to abide by these safety rules. The contractor company agrees to indemnify and save harmless LWHA Inc., its officers, directors, employees and agents from any liability, action, claim, prosecution, suit, loss, damages, payment, costs, fine, fine surcharge, recovery or expense, including assessable legal fees, arising out of the performance of its obligations under this contract, including any negligent act or omission on its behalf or by anyone for whom it is in law responsible.

WSIB Clearance Certificates

All contractors covered by a company are required to have updated WSIB Coverage and provide proof of WSIB Clearance prior to doing work. Clearance expires every 90 days, it is the responsibility of the contractor company to ensure they provide proof to LWHA.

Contractor EMPLOYEE Completing Indoctrination Checklist Signature:	Completing this form below
Date of Review:	

LWHA SITE INFORMATION

LWHA Contact or Project Manager	Signature _____	Date _____
Site(s) of Work	<input type="checkbox"/> Wingham & District Hospital <input type="checkbox"/> Listowel Memorial Hospital	
WSIB / Liability Insurance:	Verify insurance coverage is current or have updated insurance documents provided prior to contractor commencement of work <i>(initial in box to the right)</i>	

INDOCTRINATION CHECKLIST

General Safety Requirements

**Contractor
(initials)**

1. Contractor Identification

All contractors must report to registration where they will sign in and be issued a badge to attach to their clothing. Badge (swipe card) must be returned to registration at the end of each working day. This identification must be visible at all times when working at LWHA. Badges are assigned to individuals. Anyone sharing their badge will not be conforming to LWHA requirements and may jeopardize working with LWHA. Contractors must review and sign off on the Contractor Indoctrination Checklist annually. LWHA reserves the right to review these regulations with the contractors on a regular basis or at any time to ensure compliance.

2. Enforcement of Safety

Anyone doing work at LWHA is expected to do so in a safe manner. LWHA personnel will enforce the safety rules contained in the Contractor Indoctrination Checklist, OHSA & Regulations, and other related safety standards up to and including the expulsion of contractors and/or employees from the site. Any schedule delays or costs incurred due to the enforcement of safety rules will be borne by the contractor.

3. Evacuation

The evacuation alarm is a loud, intermittent alarm. If the evacuation alarm is activated, all contractors must exit the building using the closest, safe man door and report to the designated area at the facility that you are in (flag pole at front of each facility). A LWHA staff member will call your name to make sure that you are accounted for. DO NOT try to re-enter the building or go to your vehicle until you are given the OK.

4. Visitor Policy

- a) All contractors and contractors' employees must sign-in when they arrive on site and must sign-out at the time of their departure.
- b) Contractors will be monitored and/or supervised by the LWHA Contact or Project Manager.
- c) Contractors must abide by all safety procedures & policies as communicated and monitored by the LWHA employee accompanying them. Obey all signs, rules, and instructions.

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5. Safety Policy Policy Statement: It is everyone's responsibility to observe & promote safe work practices, and a healthy workplace. All employees have the responsibility to see that everyone works safely, and that safe & healthy work conditions are maintained. Unacceptable safety & health performance will not be tolerated. The success of our incident prevention & safety programs depends on the support and commitment of everyone. Everyone is expected to observe safety rules. Use protective equipment provided, and report hazardous conditions and/or injuries immediately, in accordance with Health & Safety Policies: (A) Hazard Identification and Control (B) Incident Reporting Anyone not observing safety rules will be subject to corrective disciplinary action.	
6. Confidentiality Listowel Wingham Hospitals Alliance (LWHA) has a legal & ethical responsibility to protect the privacy of patients/residents/clients, their families, & staff/affiliates, and ensure that confidentiality is maintained. All contractors are required read the Confidentiality Policy and to conform to and sign the LWHA Observer Confidentiality Agreement and LWHA Privacy and Confidentiality Requirements for Suppliers .	
7. Incident Reporting All incidents, injuries, or equipment damage must be immediately reported to an LWHA Contact or Project Manager. The contractor is responsible to file a report to LWHA within 24 hours. This includes the use of a fire extinguisher. Contractors, at their own expense, will be responsible to repair damage to equipment and buildings caused by careless and/or unsafe acts by their employees.	
8. Critical Injury/Fatality A Critical Injury/Fatality of any contractor employee that occurs while working at a LWHA site must be immediately reported to an LWHA Contact or Project Manager	
9. Harassment All contractors are expected to treat others with courtesy, dignity, respect & consideration. No type of harassment including unwanted comments, racist statements, slurs, jokes, racist literature or discrimination due to gender, disability, sexual orientation, race, religion, or ethnic background will be permitted. Any contractor violating this requirement will be removed from the site immediately.	
10. Personal Protective Equipment Contractors are responsible to supply all required safety protection. Face shields are required when cutting, brazing, chipping, or grinding. Fall protection is required at all times when using elevated lift platforms or working in areas where there is the potential for a fall greater than 3 meters. Reflective vests, barricades, and pylons shall be used where vehicular traffic is present and a spotter is required if a worker is elevated. CSA-approved Green Patch work boots, hearing protection, and safety glasses are required in all construction areas. Hospital approved PPE (masks, gowns, gloves, etc.) will be provided to all contractors as needed through the LWHA Contact or Project Manager. All questions about the appropriate PPE can be deferred to the LWHA Contact or Project Manager.	
11. Arc Flash PPE CSA Z462- All live electrical work including the use of a voltage meter to confirm that equipment is de-energized is treated as working live, because the potential for an electrical hazard still exists. PPE requirements must be defined and complied with prior to work being commenced. Please see CSA Z462 as required to define PPE requirements. Contractor is required to have their own Arc Flash PPE.	
12. Smoking / Vaping LWHA properties are smoke and vape free. Smoking/vaping is strictly prohibited on any LWHA property.	
13. Unnecessary Running, Feats of Strength or Horseplay Unnecessary running, feats of strength or horseplay is not permitted on LWHA property & will result in immediate removal.	
14. Food & Drink Consumption of Food & Drink must be done in the cafeteria areas. Food or drink consumption in other areas must be confirmed by an LWHA Contact or Project Manager.	
15. Hours of work Contractors are not permitted to work more than 12 hours per day, unless under emergency situations and when approved by an LWHA Contact or Project Manager. Access to property after your work shift is complete is prohibited.	
16. Parking Requirements Contractors are to park in areas designated as contractor parking or in other areas approved by the LWHA Contact or Project Manager. Any vehicles parked in an unauthorized location (including visitor & maternity parking) may be towed away at the owners' expense.	
17. Alcohol/Drug Policy Contractors are not permitted to be under the influence of alcohol, illegal drugs, or legal drugs while on LWHA property. Consumption is not permitted during lunch or breaks. Anyone under the influence or suspected of being under the influence of either will be removed from site immediately & potentially suspended from working at LWHA again.	

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	Contractor (initials)
18. Housekeeping Contractors are responsible to maintain the job site & work area in a clean and safe manner. All tools, garbage, materials, and equipment are to be properly stored or disposed of at the end of each working shift & the floor area is to be swept up. If working outside, the area must be cleaned up at the end of each shift. In the case of demolition, waste is to be cleaned up on an ongoing basis.	
19. Hoarding All hoarding is to comply to CAN/CSA-Z317.13- 22 – Infection control during construction, renovation, and maintenance of health care facilities. Hoarding plans must be submitted by contractor and approved by LWHA multi-disciplinary team prior to commencing work.	
20. Tools & Equipment Contractors are required to supply all necessary tools and equipment and must be in safe working order. LWHA is not responsible for lost or stolen tools & equipment left on the premises. If storage space is required for tools or equipment, it must be arranged in advance with an LWHA Contact or Project Manager.	
21. Welding & Cutting Proper eye protection (i.e. cutting goggles, welding helmets, etc.) and appropriate protective clothing must be worn when cutting & welding. Face shield or mono goggles must be worn when doing any type of grinding or when operating any cut off saw. The welding arc, flame and molten metal trajectory must be shielded and guarded by the person doing the work so as to protect other employees, persons or equipment from the hazard. Welding screens must be used whenever possible to reduce the hazard to others. If welding screens cannot be used, the person's body must be used to shield others. Proper procedures must be followed when electric arc welding. The ground electrode must be attached directly to the equipment or part being welded.	
22. Barricades The work area or job site must be barricaded, if required, to ensure the safety of others.	
23. Guarding If a task requires the removal of a guard, then the equipment must be locked out. Contractors are responsible for replacing the guard to the same condition as they found it when the work is complete.	
24. Use of Compressed Air The use of compressed air to blow off skin or clothing is strictly prohibited. Compressed Gas Cylinders: All compressed gas cylinders are to be stored upright & secured following OHSA requirements.	
25. Lifting Devices All lifting devices to be brought on LWHA property must have a sticker or tag affixed to them indicating that the device has been thoroughly examined within the last year by a competent person to determine its capability of handling the maximum load, the date the examination took place and the signature of the competent person to meet the requirements of section 51 of the OHSA regulation 851.	
26. Proof of Training (lift Truck, Zoom Boom, Scissor Lift, WHMIS) Contractors must provide training for their employees for any equipment they wish to operate on site.	
27. Elevated Work The use of full body harness with the lanyard attached at all times is required when using any elevated work platform or performing elevated work above 3 meters (10 feet). No elevated work can be performed over top of other people if the elevated work presents a hazard to those underneath due to fall hazards, tools, congested areas, etc.	
28. Rigging, Chains, Ropes and Hoisting Equipment Rigging any material for lifting requires rigging training and/or a millwright license. It is the contractor's responsibility to ensure their employees have the training or license.	
29. Emergency Services Emergency services can be reached by dialing 9-911 on any LWHA phone.	
30. Appropriate Licenses (trades people) Trades people must have all appropriate licenses for performing tasks assigned and must be able to provide proof of license if requested.	
31. Workmanship All work performed is to be done in a professional workmanship-like manner. The work must also be done to conform to all required codes concerning sizing, support, welding, etc. All equipment is to be installed as per drawings, specifications, and instructions. Alterations require the approval of an LWHA Contact or Project Manager.	
32. Blocking of Exits, Fire Extinguishers, and Spill Kits Blocking of exits, stairways, fire hose cabinets, spill kits, and/or fire extinguishers is prohibited.	
33. Confined Space Confined spaces have signs designating them as such. To enter a confined space, contractors must have confined space training and follow all requirements for confined spaces as outlined in the OHSA applicable regulations and LWHA Safety Policies and Procedures. A Confined Space Coordinator Document shall be filled out and involve all members of the entry team and those conducting related work around the confined space.	

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34. Hot Work A hot work permit is required if performing work that involves open flames or producing heat and/or sparks. This includes, but is not limited to, brazing, cutting, grinding. Soldering, torch applied roofing and welding. To obtain a hot work permit request form, contact an LWHA Contact / Project Manager / Maintenance Staff. The proper size & type of fire extinguisher must be easily accessible while performing Hot Work. The fire extinguisher must be in operating condition and have a current inspection date.	
35. Lockout Prior to any work being performed on a process or piece of equipment, which may endanger an employee/worker, the process or equipment must be isolated to Zero Energy State. All possible sources of energy (electrical mechanical, hydraulic, pneumatic, fluids, gases & gravity or other forms of potential energy) which need to be isolated must be identified, isolated by opening switches (main disconnects), closing valves, blanking lines, releasing pressures, removing fuses, and/or using blocking to make sure the process will not start automatically and locked such that they cannot be moved. Individually keyed safety locks must be affixed to prevent the physical movement of the isolating devices (switch, valve, lever, etc.). Power sources must be tried to make sure they are isolated. Every person involved in the work must lockout. No person shall work under the protection of any lock other than their own. Contractor's locks must have the worker's name & phone number as well as the company's name and phone number attached. If pieces of equipment are interconnected, the machines before & after must also be locked out. Safety locks are only removed when the equipment is safe, operational, and all guards are in place. No lock shall be removed other than by the person who affixed it. Any person voiding the intent of the personal safety lock of failing to follow proper lockout procedures will be subject to disciplinary action.	
36. Non-Zero State Contractors required to perform work where a Non-Zero State is not possible, must have approval from an LWHA Contact or Project Manager prior to commencing the work. A pre-job assessment shall be completed to ensure all necessary precautions are taken to ensure their own safety & the safety of others. Proper communication & tagging must be completed to ensure that persons not engaged in actual repairs do not operate the controls.	
37. Abandoned Lock or Live Work Tag Policy If a lock or live work tag is left on a piece of equipment, the contractor will be identified from the lock/tag. If it is determined that the person has left the building. LWHA will contact the contractor by phone for confirmation. The contact must be confirmed by at least two people. If the person cannot be reached, a full search of the area and equipment must be made to ensure the worker is not injured & unable to respond. The full search shall be made by a manager and LWHA Contact responsible for the job accompanied by a maintenance person on duty. When it is determined that starting the equipment will not endanger personnel or other equipment, the lock shall be removed by the people specified above, or in their presence, by someone instructed by them to do so. An Incident Report of the event including the attempted or actual contact must be filled by the LWHA Contact or Project Manager. Disciplinary action will be taken by the LWHA Contact or Project Lead in accordance with LWHA Enforcement and Discipline, Occupational Health.	
38. Fiberglass Ladders Ladders brought on site must be made of fiberglass if being used for electrical purposes.	
39. Respect for Environment All contractors hired by LWHA are expected to conduct their activities & operations with respect for the environment so that any impact on the environment is minimized.	
40. Spill Procedures All environmental spills both inside & outside the building must be reported to an LWHA employee immediately. Contractors are responsible for proper clean up and disposal of spilled material. LWHA reserves the right to request additional clean up if the area is not remedied to appropriate standards. LWHA requires proof of proper disposal for hazardous material spills. Emergency spill kits are located within both hospitals.	
41. Product Approval/ Safety Data Sheets (SDS) All hazardous products to be used or brought on LWHA site must be approved by the LWHA Health & Safety Officer prior to use. SDS for all products to be used on site must be provided to LWHA prior to use. A proper WHMIS label must be affixed to the container. LWHA reserves the right to refuse any product that may endanger LWHA employees or the environment. If any material will be stored on LWHA property, permission must be obtained in advance from an LWHA Contact or Project Manager. Any stored material must be properly labelled & kept in the designated area.	
42. SDS Locations Safety Data Sheets for products used in LWHA can be found on the Intranet. See the LWHA Contact or Project Manager if an SDS is required.	
43. Waste Management Contractors are required to use LWHA recycling programs for applicable waste systems. Garbage must be placed in the garbage receptacle. Contractors will be required to remove profuse amounts of garbage at their own expense. In the case of demolition projects, all scrap materials are to be cleaned up on an ongoing basis.	

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HEALTH & SAFETY FORM**

		Contractor (initials)
44. Hazardous Waste Handling Hazardous waste must be clearly labelled, stored in appropriate areas so as to prevent environmental damage and removed by the contractor. Contractors must receive permission to store any hazardous waste at LWHA.		
45. Designated Substances: Asbestos In the event of the need to cut into or remove any asbestos material, the Contractor must notify the LWHA Project Manager immediately; Only an approved Contractor using approved methods must do asbestos cutting or removal.		
46. Ventilation A project shall be adequately ventilated by natural or mechanical means. a) If a worker may be injured by inhaling a noxious gas, vapour, dust or fume or from a lack of oxygen; or b) If a gas or vapour, dust, or fume may be capable of forming an explosive mixture with air e.g. paint vapours, exhaust fumes, dust, etc.		
47. Bulk Tanks All bulk tanks brought on LWHA premises containing fuel, oil or other hazardous product shall have secondary containment. These tanks must have proper labeling & certification.		
48. Herbicides/Pesticides No contractor is allowed to bring onsite pesticides/herbicides without consent from LWHA. SDS must be provided and follow regulation as per #42 above.		
49. First Aid Kit Contractors must provide a first aid kit for the use of their employees. LWHA has emergency first aid facilities available to Contractor Employees.		
50. Excavation Employees of the contractor must furnish all shoring, sheathing, bracing, etc., that may be required to make trenches and excavations safe for all and to comply with OHSA regulations. Contractors should consult the LWHA Project Manager regarding unusual local conditions in excavating. Excavated materials shall be placed or piled where designated by the LWHA Project Manager in charge so as not to block the access to process equipment buildings and roads during the progress of work. Excess or inferior materials must be removed.		
51. Floor Coverings and Holes Employees of the contractor shall cover all floor openings/holes with material of adequate strength to prevent persons or equipment from breaking through. It shall be properly secured to prevent movement. Covers must extend at least four inches 4" or 1 meter beyond openings. Openings greater than 2 feet must have additional support structure.		
52. Radiation Only qualified and trained employees of the contractor will be allowed to install, adjust and operate equipment containing radioactive sources per Canadian Nuclear Safety Commission regulations.		
53. Mobile Containment Units Mobile containment carts are to be used in areas that require hoarding when permanent hoarding is not feasible. ie. installing lights		
Recommended Immunizations for Health Care Workers (Contractors)		
Tetanus/Diphtheria (Td) Tetanus/Diphtheria/Pertussis (Tdap)	Documentation of Td or Tdap vaccination within the last 10 years.	
Measles, Mumps & Rubella (MMR)	Documentation of 2 Measles, Mumps & Rubella vaccinations OR Laboratory Evidence of Immunity	
Varicella	Documentation of 2 Varicella vaccinations OR Laboratory Evidence of Immunity	
TB Skin Test (TST)	Health Care Workers (HCWs) whose TST status is unknown & those previously identified as tuberculin negative, require a base-line two-step TST with PPD/5TU, unless they have: <ul style="list-style-type: none"> • Documented results of prior two-step test, or • Documentation of a negative TST within the last 12 months, or • 2 or more documented negative TST at any time but, the most recent was > 12 months ago, in which case a single-step test may be given. 	
COVID 19	Documentation of at least 2 COVID 19 vaccinations	
Immunization Attestation	I attest to having received the above immunizations and / or I am willing to assume all risks associate with not obtaining these immunizations. <div style="border: 1px solid black; width: 150px; height: 50px; margin-left: auto; text-align: center; padding-top: 5px;"> Contractor (initials) </div>	
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