

### Contractor Safety Orientation

<b>Company Name:</b>		
<b>Name of Contractor Representative:</b>		
<b>Type of Work:</b>		
<b>Location:</b>		
<b>Contractor Supervisor Name &amp; Contact Number:</b>		
<b>Trainer Name and Position:</b>		
<b>Trainer Contact Number:</b>		
<b>Date of Orientation (to be conducted before work begins):</b>		
<b>Training Topic Completed</b>	<b>Signature (Trainer)</b>	<b>Signature (Worker)</b>
<b>1. Rights and Responsibilities</b>		
<b>2. All relevant company Safety Rules &amp; Policies.</b>		
<b>3. Emergency Procedures</b> <ul style="list-style-type: none"> <li>- Location of emergency exits and muster points.</li> <li>- Emergency procedures plan.</li> <li>- Emergency contact information.</li> <li>- Location of fire extinguishers, emergency wash station, fire alarms, etc.</li> </ul>		
<b>4. Relevant Workplace Hazards and Control Measures.</b>		

<b>5. Supervisor &amp; Point of Contact Information.</b>		
<b>6. First Aid</b> - Contact information of all first-aiders on site - Location of all first-aid kits, AED's, etc.		
<b>7. Field Level Hazard Assessment</b> - Training on how and when to complete hazard assessments, which are to be handed to the supervisor before every new task.		
<b>8. Accident/Incident Reporting</b> - Before the end of every shift, contractors must report all injuries, accidents and incidents to the supervisor and contract manager. In the case of a serious incident, it must be reported immediately.		
<b>9. Equipment Lock-out/Tag-out</b> - Training on how to lock-out defective equipment and what the practice is on ensuring defective equipment is properly maintained before being approved to be used back in the field.		
<b>10. Other</b>		