Subcontractor orientation

Date _____ **Site or project** _____

Subcontractor company _____ **Worker or foreman name** _____

Orientation given by _____ **Scope of work** _____

Site rules and emergency plan

	Pass	Fail	N/A
Site rules covered: access, sign-in, parking, phones, smoking	☐	☐	☐
Emergency plan covered: alarm, muster point, who to call	☐	☐	☐
Nearest first aid and fire extinguisher locations shown	☐	☐	☐
How to report an injury, near miss or hazard	☐	☐	☐
Stop-work authority explained	☐	☐	☐

Hazards and permits

	Pass	Fail	N/A
Site hazards covered, including other trades working nearby	☐	☐	☐
Hazard communication covered, and where the safety data sheets are	☐	☐	☐
Permits needed for this scope are named	☐	☐	☐
Lockout, hot work, confined space and excavation rules covered where they apply	☐	☐	☐
Job safety analysis or pre-task plan expected before each task	☐	☐	☐

PPE, equipment and licenses

	Pass	Fail	N/A
Required PPE covered and each person has it	☐	☐	☐
Sub's equipment has current inspections, per the site and the maker	☐	☐	☐
Operator training and licenses checked for the equipment on this job	☐	☐	☐
Competent and qualified persons named, where the work needs them	☐	☐	☐
Insurance and paperwork the site requires are on file	☐	☐	☐

Sign-off

	Pass	Fail	N/A
Sub's foreman has a contact for the site lead	☐	☐	☐
Sub's questions answered	☐	☐	☐
Each worker has been told what was covered	☐	☐	☐
Orientation lead and sub's foreman have signed	☐	☐	☐

Defects found and action taken

_____

_____

_____

Taken out of service? ☐ Yes ☐ No **Reported to** _____

Inspector signature _____ **Date** _____

Supervisor review _____ **Date** _____