



CHARLOTTETOWN

List of Documentation needed from Contractors

- 1: Copy of your safety program.
- 2: Copy of job procedures for the work to be done.
- 3: Copy of Training Records including WHMIS
- 4: Proof of orientation.
- 5: Name of on site Safety Rep
- 6: Names of on site personnel trained first aid.
- 7: Appropriate first aid kit and eyewash station.
- 8: Daily & Weekly Hazard Assessment.
- 9: Weekly Site Safety Inspections.
- 10: Daily Toolbox talks.
- 11: Where there is a requirement for Traffic Control we need a Hazard Assessment and a Traffic Control Plan for each site
- 12: Thoroughly investigate and report all incidents and accident, and near misses that occur at the job site to City Of Charlottetown Job Superintendent both verbally **and** in writing **immediately**
- 13: Shall provide documentation of MSDS's for all hazardous products to be used on the job site prior to commencing site activities.
- 14: Copy of emergency contacts in the event of an accident.
- 15: Letter of good standing from the Workers Compensation Board of Prince Edward Island.