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| **Prime contractor:**  |
| **Subcontractor:**   |
|  **WorkSafeBC Account Number:**  |
| **Work Start Date:**  |
| **Anticipated Completion Date:**  |
| **Subcontractor On-site Supervisor:** |
| **Subcontractor On-site Person Responsible for Safety:** |
| **Subcontractor On-site First Aid Personnel:** |
| **Check Once Reviewed** |  |
| Subcontractor will complete inspections of their own worksite and submit copies to the prime contractor |  |
| Prime contractor has reviewed on site safety expectations and orientated subcontractor |  |
| Prime contractor has reviewed site emergency procedures with subcontractor |  |
| Subcontractor will notify prime contractor of any activity that generates a hazard |  |
| Prime contractor will notify subcontractor of any site hazards |  |
| Prime contractor has reviewed first aid location |  |
| Prime contractor has reviewed who the first aid attendants are and how to contact them |  |
| Subcontractor has been notified of where the muster point is located |  |
| Subcontractor will report all incidents and submit copies of incident reports to the prime contractor |  |
| Subcontractor will submit copies of safety meetings and tailgate meetings to prime contractor |  |
| Subcontractor possesses all certifications required by law to complete the assigned job |  |
| Subcontractor will abide by all regional building codes while completing assigned job |  |
| Subcontractor will abide by the Workers Compensation Act and Occupational Health and Safety Regulations |  |
| Prime Contractor will perform a section 51 holdback (\_\_\_\_% of contract value) until clearance letters have been obtained showing subcontractor had continuous WorkSafeBC coverage throughout the duration of the project |  |
| **Work Site Information** |
| First aid location:  |
| First aid attendants:  |
| First aid attendant contact information:  |

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| Site Access Hazards (Overhead powerlines/telephone lines, poor road conditions, train tracks, bridges etc.) |
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| Dogs, Livestock present? |
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| Mobile Equipment Present? (Forklifts, tractors, skid steers, loaders, silage trucks etc.) |
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| Other Hazards: Fuel storage areas, confined spaces on site, hazardous atmospheres, etc. |
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| **Prime Contractor** |  | **Sub-Contractor Representative** |
|  |  |  |
| **Date** |  | **Date** |

**Disclaimer:** This resource is intended for guidance and employers are advised to customize this document or design their own to meet their business needs and legal obligations. Once customized from its original content this disclaimer may be removed to function as part of your Safety Program. This resource does not relieve persons using it from their responsibilities under applicable legislation. If you need assistance contact us at www.AgSafeBC.ca