

BCIT CONTRACTOR SAFETY ORIENTATION GUIDE			
BCIT Liaison Name:		Safety Orientation Date	
Contractor Company:			
Contractor Representative(s):			
<p><i>This document is to help BCIT Contractor Liaisons cover some of the key items during a safety orientation, and provide further information on those items. This form does not need to be submitted to SSEM as part of the Contractor Safety process.</i></p>			
<p>DOES THIS PROJECT HAVE A PRIME CONTRACTOR?</p>			<input type="checkbox"/> YES <input type="checkbox"/> NO
<p><i>At a minimum, the safety orientation must be provided to a representative of the prime contractor; although there is no harm in subs attending. The prime contractor is responsible for coordinating the health and safety activities for the entire project, including sharing the information covered here.</i></p>			
GENERAL INSTITUTE RULES			
<p>ID Cards: <i>If applicable – contractors assigned an identification card (usually for projects needed card access) should wear said card at all times while working at BCIT.</i></p>			
<p>Smoking Areas: <i>Review BCIT Policy 7150-PR4 with contractors to cover where smoking is permitted.</i></p>			
CONTRACTORS ARE REQUIRED TO PROVIDE THEIR OWN FIRST AID			
<p><i>During the orientation, ask the contractor if they have assessed and are able to provide the first aid needs for the project. If this is a project with a prime contractor, it is their responsibility to determine and arrange first aid for all project contractors.</i></p>			
<p>Exceptions: <i>If a contractor requires Automated External Defibrillator treatment due to a non-work-related issue, BCIT first aid can provide treatment. BCIT First Aid can provide additional support for contractors if needed, but this should only occur in emergency situation.</i></p>			
FIRE/LIFE SAFETY AND EMERGENCY PROTOCOLS			
<p>Fire Alarms: <i>Inform the contractor what kind of fire alarm system is present at their work location (if applicable). The goal being to indicate which alarms mean that the occupants must evacuate.</i></p>			
<p>Assembly Areas: <i>Contractors should use the nearest BCIT Assembly Area to their work site if needing to evacuate. If a separate assembly area is needed for a project, it must be approved by</i></p>			
<p>Emergency Procedures: <i>Ensure the contractor has emergency procedures for their job site; templates available at the back of the Information for Contractor Document.</i></p>			
<p>Emergency Contact: <i>Provide contractors with all required emergency contact information, including BCIT Security (604-451-6856).</i></p>			
INCIDENTS AND UNSAFE CONDITIONS			
<p>Serious Incidents: <i>Inform the contractor that any incidents meeting the definition of a serious incident (WCA Part 68) must be immediately reported the BCIT Liaison, and BCIT must be provided with all incident investigation reports.</i></p>			
<p>Incidents affecting a member of the BCIT Community and/or BCIT Property: <i>Must be immediately reported to the BCIT Liaison. Contractor must participate with BCIT's investigation and provide all requested information. Contractor must also provide BCIT with copies of their investigation reports.</i></p>			
<p>Unsafe Work Activities: <i>Project work can be shut down by the BCIT Liaison or a member of SSEM if unsafe work activities are reported and/or observed. Work will only be allowed to restart once the unsafe activity has stopped or the hazard posed controlled.</i></p>			