



**CONTRACTOR LIST OF DOCUMENTATION**

<b>Contractor Name (Please Print)</b>
<b>Contact Name (Please Print)</b>

PLEASE MARK WITH AN "X" TO INDICATE THAT YOU HAVE SUBMITTED A COPY OF EACH DOCUMENT	
	Copy of Safety Program (up to date & signed)
	A completed Site Specific Safety Plan with a copy of Safe Work Practices & Job Procedures
	Copy of Training Records (including WHMIS)
	Documentation of SDS's on site and in all vehicles
	Appropriate First Aid & Eyewash Station Locations & appropriate number of fire extinguishers on site
	Completed Daily - Toolbox Talks
	Completed Daily - Hazard Assessment
	Completed Weekly - Site Safety Inspection
	An acceptable Traffic Control Plan
	Proof of Contractor Company Orientation to the City of Charlottetown
	Letter of good standing from Workers Compensation Board of PEI
	Copy of Electrical Program
	Copy of Hot Work Program
	Other, please specify:

PLEASE PROVIDE CONTACT INFORMATION FOR THE FOLLOWING		
<b>On Site Safety Representative</b>	<b>Name</b>	<b>Phone</b>
<b>On Site Employees with First Aid Training</b>	<b>Name</b>	<b>Phone</b>
<b>On Site Emergency Contact</b>	<b>Name</b>	<b>Phone</b>

Please note that it is the Contractor's responsibility to provide this information for review to Lenny Murphy, Occupational Health and Safety Officer, at [lmurphy@charlottetown.ca](mailto:lmurphy@charlottetown.ca), a minimum of **3 days prior to the beginning of any contracted work, without exception**. Should this information not be provided within the timelines required, the contracted work may be delayed. It is the Contractor's responsibility to ensure that all workers adhere to the City of Charlottetown's Occupational Health and Safety Policy.

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**Contractor Signature**

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**Date**