

CONTRACTOR QUALIFICATION QUESTIONNAIRE

The following is a checklist of Health & Safety Management System elements. Should the Contractor completing the form not meet all the requirements, or have identified gaps, the contractor will be provided the required NB Power HSEE Standards for implementation for the duration of contract

General

NB Power Division / Project:	
NB Power Contract Administrator:	
NB Power Health and Safety Specialist:	

Checklists

Health and Safety

Elements / Description	Response
1. A Health, Safety & Environment (HSE) Policy	
2. An HSE Procedure Manual	
3. Is the manual distributed or made available to all employees	
4. An Employee HSE Handbook	
5. Does your company have written Safe Work Procedures (SWP)?	
6. Do the SWPs cover regulatory requirements set out in the OHS Act and General Regulation 91-191?	
7. Are employees instructed /informed about Safe Work Practices?	
8. Written Basic Safety Rules?	
9. Have the rules been distributed to all employees?	
10. Are all incidents and near misses investigated ?	
11. Do investigations include Supervisor investigation, root cause analysis and recommendations to prevent recurrence?	
12. Do you have a corrective action process for addressing individual health and safety deficiencies?	
13. Is the New Worker Orientation conducted by Supervisor or HSE Dept	
14. HSE meetings conducted for all employees	
15. Indicate frequency: daily, weekly, monthly, etc.	
16. Are meeting minutes and records kept including sign-in sheets?	

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HSE Practices/Procedures

Description	Response
1. Workplace HSE Inspections	
2. Indicate frequency: daily, weekly, monthly, etc.	
3. Injury, Incident &/or Hazard Reporting and Investigation	
4. Return to Work Program and Modified/Restricted Work Program	
5. New Worker Orientation Program	
6. Drug & Alcohol Abuse and Testing	
7. Job Safety Analysis (JSA) / Job hazard Analysis (JHA)	
8. Electrical Safety Procedures	
9. Lockout/Tag Out and Permit System	
10. Excavation, Shoring, Trenching Procedures	
11. Confined Space Entry Procedures	
12. Lifting Devices Operating Procedures	
13. Ladders and Scaffolds Procedures	
14. Fall Protection and Working at Height Procedures	
15. Tools, Equipment and Machine Safety	
16. Chemical Use, Handling & Storage	
17. Housekeeping Protocol	
18. Ergonomics	
19. Use of Personal Protective Equipment (PPE)	
20. Respiratory Protection Code of Practice	
21. Hearing Conservation and Noise Protection	
22. Emergency Preparedness Procedures	
23. A Workplace Violence & Harassment Policy	
24. Drug & Alcohol Program	
25. Supervisor Training Program	
26. First Aid & CPR requirements	

Acknowledgment

I, _____ as _____ for _____
certify that the above information is correct.

It is also agreed that the above-named contractor company must fully follow NB Powers HSEE policies and standards as described in the NB Power HSEE Management System while performing work on behalf of NB Power.

Signature: _____

Date: _____