
Contractor Site Orientation and Safety Briefing

1.0 Objective & Intent

This SOP establishes the mandatory safety orientation and briefing process for all contractors, subcontractors, and temporary workers entering the cabinet and millwork manufacturing facility. The primary objective is to ensure that every contractor is aware of site-specific hazards, emergency procedures, and regulatory requirements before commencing any work. This procedure aligns with WorkSafeBC regulations (OHS Regulation Part 3: Rights and Responsibilities) and mitigates the risk of incidents involving contractors unfamiliar with the facility.

2.0 Operational Scope

This procedure applies to all contractors, subcontractors, and temporary workers performing any task on-site, including but not limited to maintenance, installation, repair, cleaning, and construction. It covers all areas of the facility: production floor, finishing area, warehouse, shipping/receiving, and administrative offices. The Plant Safety Officer or designated safety representative is responsible for conducting the briefing. Contractors must complete this orientation before accessing any work area.

3.0 Hazard Identification & Mandatory PPE

- Moving machinery and equipment (saws, sanders, presses) – entanglement and crush hazards
- Forklift and pedestrian traffic – struck-by and collision hazards
- Dust and airborne particulates (wood dust, finishing chemicals) – respiratory and fire hazards
- Slip, trip, and fall hazards – debris, spills, uneven surfaces
- Chemical exposure – solvents, adhesives, paints, and cleaning agents
- Noise exposure – high decibel levels from machinery
- CSA-Approved Steel Toed Boots (with puncture-resistant sole)
- Safety Glasses with side shields (ANSI Z87.1 compliant)
- Hearing Protection (earplugs or earmuffs, minimum NRR 25 dB)
- High-Visibility Vest (Class 2 or higher, for all areas with vehicle traffic)
- Hard Hat (CSA Z94.1 compliant, required in designated zones)
- Cut-Resistant Gloves (ANSI A4 or higher, for handling materials)

4.0 Required Safety Equipment & Tools

- Contractor Orientation Checklist (printed or digital form)
- Site map with emergency exits, muster points, and first aid stations
- Facility-specific Hazard Register (list of known hazards per area)
- Emergency contact list (Plant Safety Officer, First Aid Attendants, Fire Wardens)
- Lockout/Tagout (LOTO) kit (if contractor will perform maintenance)
- Spill kit (for chemical handling areas)
- Fire extinguisher (ABC type, located in briefing area)

- First aid kit (fully stocked, accessible)
- Communication device (two-way radio or phone for emergencies)

5.0 Step-by-Step Safety Procedure

1. Verify contractor identification and scope of work. Confirm that the contractor has valid insurance and safety documentation (e.g., COR certification or equivalent) before proceeding.
2. Review the facility site map, highlighting emergency exits, muster points, first aid stations, fire extinguishers, and eyewash stations. Ensure the contractor understands the evacuation routes and assembly area.
3. Explain the facility's hazard communication system, including signage for restricted areas, high noise zones, and chemical storage. Review the location of Safety Data Sheets (SDS) and how to access them.
4. Instruct the contractor on the mandatory PPE requirements for each area of the facility. Verify that the contractor has and is wearing the correct PPE before entering any work zone.
5. Describe the facility's lockout/tagout (LOTO) procedures. If the contractor will perform maintenance or repairs, require them to use their own LOTO kit and follow the facility's energy isolation protocol.
6. Review the facility's emergency response plan, including fire alarm signals, evacuation procedures, and the location of the nearest fire extinguisher and first aid kit. Confirm the contractor knows how to report an emergency.
7. Identify specific hazards in the contractor's work area, such as moving machinery, overhead cranes, forklift traffic, or chemical storage. Discuss safe work practices and any required permits (e.g., hot work permit).
8. Explain the facility's reporting requirements for incidents, near misses, and unsafe conditions. Instruct the contractor to immediately notify the Plant Safety Officer or their supervisor of any hazards or injuries.
9. Complete the Contractor Orientation Checklist, obtaining the contractor's signature acknowledging understanding and compliance. Provide a copy of the checklist to the contractor and retain the original in the safety file.
10. Escort the contractor to their work area, pointing out key safety features (e.g., emergency stop buttons, eyewash stations) and introducing them to the area supervisor. Confirm they have a means of communication.

Regulatory Disclaimer: This document is a generic safety template provided for educational and informational purposes only. It does not constitute professional engineering, legal, or regulatory compliance advice. The end-user assumes all liability for validating all safety protocols against specific machinery manufacturer manuals and local occupational health and safety regulations (e.g., WorkSafeBC, CSA standards) before deployment.