

Subcontractor Safety Orientation For Site Work

1.0 Objective & Intent

The objective of this Subcontractor Safety Orientation SOP is to ensure that all subcontractors and their personnel are fully informed of the specific safety hazards, emergency procedures, and regulatory requirements associated with performing site work within a cabinet and millwork manufacturing facility. This procedure is designed to mitigate the risk of injury, property damage, and regulatory non-compliance by establishing a standardized onboarding process that aligns with WorkSafeBC regulations, including the Occupational Health and Safety Regulation (OHSR) and the Workers Compensation Act. By completing this orientation, subcontractors acknowledge their responsibility to work safely and to adhere to all site-specific safety rules, thereby reducing the likelihood of incidents such as falls, struck-by hazards, and chemical exposures.

2.0 Operational Scope

This procedure applies to all subcontractors, including but not limited to electricians, plumbers, HVAC technicians, painters, and general laborers, who are contracted to perform site work at any location under the operational control of the cabinet and millwork manufacturing company. Site work includes any activities conducted within the manufacturing facility, warehouse, assembly areas, or on adjacent grounds where subcontractors may interact with company equipment, materials, or personnel. This orientation is mandatory for all subcontractor employees, including supervisors and temporary workers, before they commence any work on site. It does not apply to company employees, who are covered under separate internal safety programs.

3.0 Hazard Identification & Mandatory PPE

- **Struck-by Hazards:** Moving forklifts, overhead cranes, and material handling equipment pose a risk of being struck. Maintain constant awareness and stay clear of designated vehicle routes.
- **Fall Hazards:** Working at heights on ladders, scaffolding, or elevated platforms requires fall protection. Unstable surfaces and cluttered walkways increase trip and fall risks.
- **Chemical Exposures:** Contact with adhesives, solvents, paints, and wood dust can cause skin irritation, respiratory issues, or fire hazards. Review Safety Data Sheets (SDS) before handling any chemicals.
- **Electrical Hazards:** Exposure to live electrical panels, temporary wiring, and power tools can cause shock or arc flash. Only qualified personnel may perform electrical work.
- **Fire Hazards:** Combustible dust, flammable liquids, and hot work (e.g., welding, grinding) increase fire risk. No smoking outside designated areas.
- CSA-Approved Steel Toed Boots with puncture-resistant soles
- ANSI Z87.1-Approved Safety Glasses with side shields
- High-Visibility Safety Vest (Class 2 or 3) for all site work
- Hard Hat (CSA Z94.1-15 approved) when overhead hazards exist
- Hearing Protection (earplugs or earmuffs) in designated noise zones above 85 dBA
- Cut-Resistant Gloves (ANSI A4 or higher) when handling sharp materials or tools
- Respiratory Protection (N95 or half-face respirator) if exposed to airborne particulates or vapors

4.0 Required Safety Equipment & Tools

- Personal Lockout/Tagout (LOTO) Kit with padlock, hasp, and danger tag
- Fire Extinguisher (ABC-rated, minimum 10 lb) within 30 meters of work area
- First Aid Kit (CSA Z1220-17 compliant) with at least one trained first aider on site
- Spill Kit for chemical containment (absorbent pads, socks, gloves, disposal bags)
- Portable Warning Signs and Cones for marking work zones
- Ladder (CSA approved, Type 1A or 1AA) with slip-resistant feet, inspected before use
- Fall Protection Harness and Lanyard (CSA Z259.10-18) if working above 3 meters
- Ground Fault Circuit Interrupter (GFCI) for all portable electrical tools

5.0 Step-by-Step Safety Procedure

1. Report to the designated site safety officer or supervisor at the main office to sign in and receive the orientation package. Provide proof of valid WorkSafeBC coverage (clearance letter) and any required certifications (e.g., fall protection, confined space).
2. Review the site-specific safety rules, including emergency evacuation routes, muster point locations, and the location of first aid stations, fire extinguishers, and spill kits. Sign the acknowledgment form confirming understanding.
3. Inspect all personal protective equipment (PPE) for damage or wear. Replace any defective items immediately. Don all mandatory PPE as listed in Section 3.0 before entering the work area.
4. Conduct a pre-work hazard assessment of the assigned work area. Identify potential hazards such as overhead obstructions, moving equipment, chemical containers, or uneven surfaces. Report any unguarded machinery or unsafe conditions to the site safety officer.
5. Verify that all power tools and equipment are in safe working condition, with guards in place and GFCI protection for electrical tools. Do not use any tool that is damaged, missing a guard, or has a frayed cord.
6. Establish a clearly marked work zone using cones and warning signs to alert other workers and forklift operators of your presence. Ensure the area is free of combustible materials if performing hot work, and have a fire extinguisher readily accessible.
7. If the task requires isolation of energy sources (e.g., electrical, pneumatic, hydraulic), perform a lockout/tagout (LOTO) procedure. Identify all energy sources, shut them down, apply personal lock and tag, and verify zero energy state by attempting a start.
8. Proceed with the assigned site work, maintaining constant situational awareness. Keep all body parts clear of pinch points, rotating machinery, and moving loads. Use proper lifting techniques (bend at knees, keep load close) to avoid back injuries.
9. Upon completion of the work, remove all tools, materials, and debris from the work area. Restore any guards or safety devices that were removed. If LOTO was applied, remove personal lock and tag only after confirming all personnel are clear and equipment is safe to re-energize.
10. Report any incidents, near misses, or injuries to the site safety officer immediately, no matter how minor. Complete an incident report form before leaving the site. Sign out at the main office and return any borrowed safety equipment.

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.