

# 10 Key Elements of Contractor Safety



1

Every individual contractor working at a West Fraser Division must go through an annual divisional safety indoctrination

2

Every contracting company's management designate must go through and sign an annual West Fraser contractor safety review to understand West Fraser's contractor safety expectations (either in person, online, or through ISN)

3

Every contractor working on site must have a designated, on site WF Representative. If the WF Representative

4

Every WF Representative must be trained on the West Fraser Contractor Safety Management policies/programs (classroom or computer-based training)

5

Every contractor individual or work group must report to the WF Representative at the beginning of the work shift and at the end of the work shift.

6

A Work Authorizing Contractor Hazard Risk Assessment must be completed in the field, with the contractor lead and the WF Representative, for every job. A copy must stay with the contractor lead and WF Representative, for every job. A copy must stay with the contractor & WF Representative.

7

A daily, job-specific FLHRA must be completed by the contractor and handed in at the end of the working shift to the WF Representative.

8

Any contractor safe work procedures that apply to the work being performed, must be turned over for review to the WF Representative, prior to the work starting.

9

All training and qualification documents for each individual contractor on site, must be supplied by the contractor to the WF Representative, before work commences.

10

All contractor insurance and liability must be confirmed before any work commences.

*"Safety is a core value and business priority"*

