

# CPP Rep Going Offsite While a Contractor Works



If a contractor is going to continue working while the CPP Rep goes offsite, the CPP Rep and an onsite CPP employee need to determine the level of responsibility the CPP employee will take (either full responsibilities as a **New CPP Rep** or as a **Proxy CPP Rep** which may act as a liaison to the CPP Rep).

## If the CPP employee accepts responsibilities:

They must know who their crew is, their work scope, the required hazards and controls of the job, location of applicable safe work procedures, etc.

## Before going offsite:

1

The CPP Rep acting as the Supervisor meets with the potential New or Proxy CPP Rep who will act as a Supervisor.

2

The CPP Rep and the New or Proxy CPP Rep go over the JSO and visit the job site, meet the crew and discuss all applicable information that a supervisor is required to know.

3

The New or Proxy CPP Rep must confirm they are comfortable being responsible for the crew & work.

4

The CPP Rep and New or Proxy CPP Rep document the change of responsibility on the JSO

Job Safety Orientation (JSO)	
Document Number: 000-FRM-S Revision Number: 101 (Rev-000) Page Number: 1 of 6	
1. PURPOSE	
The purpose of this document is to ensure Contractors are aware of division safety systems and expectations as well as hazards and controls specific to our mill site, job location and/or process. It is the responsibility of both a Contractor Representative and the CPP Rep to ensure the contractor is aware of the job requirements and hazards through a job site inspection. This process and the key elements of the job must be documented on this JSO. Contractors must be fully aware of the job requirements and hazards before starting work. The JSO also ensures applicable plans and procedures exist and copies have been given to CPP for review.	
Please check Section 10 of the GUIDE before starting a JSO to ensure all considerations have been completed any additional questions or concerns should be directed to the CPP OHS & Coordinator:	
Manager: _____	
2. GENERAL INFORMATION	
Job Description _____	
Contractor Company _____	
Supervisor(s) of the job _____	
Company name _____ Company Rep _____ Carbon Rep _____ Name _____ Phone Number _____	
Specific Area of Job _____	
Name _____ Phone Number _____ B/S _____ Name _____ Phone Number _____ N/S _____	
Specific Area of Job _____	
Name _____ Phone Number _____ Dates of Project _____	
CPP Person Responsible for Emergency Contact _____	
Position Contact _____ Name _____ Phone _____	
3. AFFIRMATION OF SUPERVISOR RESPONSIBILITY	
Document who will supervise the crew involved with the job:	
<input type="checkbox"/> The CPP Rep will be the supervisor of the contract supervisor OR	
<input type="checkbox"/> The CPP Rep will act as the supervisor of the contractors working on the job	
Both the CPP Rep and the Contractor Rep must understand the responsibilities of a supervisor, whether they are employed by the Contractor Company or are a Carbon Employee. The supervisor(s) of the job are responsible for:	
1. Job Safety Plan	
2. Meeting the requirements outlined in Section 4 & 10	
3. Communicating, answering any questions from, and being actively involved with, the crew they supervise	
4. Following the roles and responsibilities of a supervisor outlined by WorkSafeBC and documented within Section 1 of the JSO Guide	
4. COMMUNICATION	
For jobs involving more than one NOT during the turnover (MNO), each party must meet DAILY, at minimum, to discuss progress, issues, additional hazards, scope changes etc.	
Meeting Time(s): _____ Meeting Place: _____	
5. FIELD ASSESSMENT - to be COMPLETED WITH THE CONTRACTOR REP IN THE FIELD	
High Hazard Activity: _____ Specified: _____ Required: _____	
Consult JSO Guide for specific controls and procedures	
Hazard: _____	
Comments: _____	
Working at Heights	
Confined Space	
Excavation	
Cyclic Lifts	
Hazardous Material	
Chemical Hazards	
Working Alone	
Working in an Enclosed Space / Enclosed Equipment / Enclosed Task > 20 cm	
Proximity to Power Lines	
Working in Live Fire	
Dust / Fume / Mist / Fumes	
Work Area Not Clean	
Spill Potential	
Insufficient Lighting	
Working in Wet or Damp Areas	
Working Flash	
Radiation Source	
Working in Areas with High Risk of Injury	
Contact Instrument Mechanics	
Other workers in Area: _____ Control: _____	
CO2 Zone Alarm	
Vibration	
ESD Alarm	
Working Above	
Working Below	
Hazard: _____	
Comments: _____	
6. ADDITIONAL COMMENTS	
Hazards noted under the red headers where additional controls, documents, etc., must be referenced also must be documented in Section 7; Hazards and Controls.	
7. HAZARDS & CONTROLS	
The Contractor Supervisor will perform a safety focused review of the job at first, Job OHS using the following table. After the assessment sheet is complete, use this table to document specific job details, key hazards noted under RED headers as well as controls and documents that were used to control the hazards noted on the field assessment.	
Hazards: _____	
Controls: _____	
Comments: _____	
8. CONFIRMATION OF CONTRACTOR EXPECTATIONS	
The following table lists the expectations of the contractor. Additional information related to the content of the table can be found within the JSO Guide.	
Hazard: _____	
Expectation: _____	
Comments: _____	
9. FINAL CONSIDERATIONS	
9.1 Any other considerations or comments with the CPP OHS & Coordinator:	
With the work environment change quickly or dramatically over the duration of the project? (i.e., potential for new hazards to be created quickly?)	
Will there be any new or increased hazard to Division Production/Maintenance personnel, or with other contractors?	
Could hazardous materials (i.e., asbestos, lead, PCBs, mercury, etc.) be inadvertently or accidentally present in the work area?	
Will a Supervisor be supervising a crew above 35 ft if they are a Working Supervisor?	
The set frequency for Observations done by the job supervisor is _____ per shift.	
10. AUDITING AND OBSERVATIONS	
Each supervisor of this job and/or Contractor OHS & person is responsible for auditing the work done by the crew and/or supervisor. All audit observations will be recorded in the Job OHS Assessment Form (JOAF) or Observation Form. Increased observations will be made during high risk activities, or if others are contractors who are under 25 or are unfamiliar with the job site.	
11. PRE-JOB SIGN OFF	
After the CPP Rep goes off site (or the Supervisor of the job changes the task and the following process repeats), the following steps must be completed:	
1. The Contractor Supervisor must understand all hazards of the job and bring all applicable controls to the job site.	
2. All the following must be submitted to the CPP Rep, who will forward them to the CPP OHS & Coordinator:	
a. All tasks as required	
b. Job description and scope of work	
c. Job hazard analysis	
d. Job hazard control plan	
e. Observation and applicable plans and permits	
Contractor Representative: _____ Signature: _____ Date: _____	
12. CHANGE OF RESPONSIBILITY LOG	
After the CPP Rep goes off site (or the Supervisor of the job changes the task and the following process repeats), the following steps must be completed:	
1. The CPP Rep must log the responsibility changes they are comfortable being responsible for the work.	
2. The CPP Rep must log the responsibility changes they are not comfortable being responsible for the work.	
3. The CPP Rep must log the responsibility changes they are not comfortable being responsible for the work.	
During turnover only the Night Shift Pre-Job Rep must be documented.	
NAME: _____ SIGNATURE: _____ DATE: _____	
CPP Rep or New Proxy _____ Signature of New Proxy _____ Specific Responsibilities or Description of Control Number: _____ Date/Time: _____ Received From: _____	
13. POST-JOB SIGN OFF	
This Job Safety Orientation and expectations and documents outlined in the Pre-Job Assessment have been submitted to the Carbon Representative.	
CPP Rep Signature: _____ Carbon Representative Signature: _____ Date: _____	

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