



Date:	Location:	Contractor:			
Observation team member:		Signature:			
Observation team member:		Signature:			
Observation team member:		Signature:			
Focus Area: Contractor Safety Management			Yes	No	N/A
Pre-award Planning Verifications					
1.	The NB Power Personnel that will be providing Contractor oversight have been provided training on their roles & responsibilities within HSEE-03-19 Contractor Safety Management.				
2.	HSEE-03-19 'Hazard & Risk Table' was used to verify the Tier classification of the contract.				
2.	Form 0544 has been completed, communicated to the performing contractor, and is signed for records retention.				
Bid Submission HSE Review					
3.	Health & Safety specifications provided in the Tender have been satisfactorily addressed in the bid submission(s), and if not – remedial plans to correct any identified deficiencies have been adopted / implemented.				
4.	An NB Power Health & Safety representative has been consulted in the review of safety related vendor bid submissions to ensure alignment with requirements identified in the F0544 assessment.				
Mobilization & Readiness verifications					
5.	All required NB Power & Industry training is complete as identified in the Form 0544 assessment and records of qualifications and / or equipment certifications have been acquired prior to the commencement of work / service activities.				
6.	Contractor Safe Work Plan (Form #530) / JHA submitted for NB Power review / comment				
7.	Contractor Kickoff Meeting (Form #409) conducted, signed, and filed for record retention.				
Contract Execution / NB Power HSE Mgmt. System Compliance Monitoring					
8.	All contractors know who their Sponsor is, who their NBP Supervisor is and, if required, who their Escort is.				
9.	A Pre-Job Brief / Tailboard has been completed and is of sufficient detail.				
10.	Contractors' personnel are aware of any Job Hazard Analysis completed for their work, and personnel signatures of acknowledgment are present on the assessment.				
11.	Contractors have been briefed on the applicable rules, standards, and expectations and are observed in compliance with the same.				
12.	Contractors are aware of what do in an emergency and in the event of an accident				
	Where multiple contractors / workgroups exist, a sim-ops / coordination plan has been developed and implemented to ensure adequate communication between work groups.				
13.	Contractors are aware and use the appropriate PPE for the job and location, as specified for the task being performed.				
14.	Contractors are / have been instructed on what to do in the event of a spill.				
15.	Contractor Safety Report (Form #647) is being completed / submitted by the contractor at the NB Power specified intervals.				
16.	Field Visits e-forms are being conducted by the NB Power oversight personnel at the required intervals, and corrective actions are issued contractors for identified deficiencies.				
17.	Contractor HSE performance concerns are being addressed through Vendor performance and the contractor notice of Warning Form (F00681)				
	NOTE: Consult with Total Health & Safety (Safety Specialist) and/or other SME(s) as necessary to verify these criteria.				



Énergie NB Power

Contractor Oversight WELL Sheet

WELL Sheet #: 1034

Revision: 2022/10

Comments:

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