



CONTRACTOR'S CHECK LIST (Check Appropriate Location)

- NAW 100 Port Drive (Security at 11 Port Drive)
- Duke Point 750 Jackson Road (Security at end of Access Road)
- CIB 10 Wharf Street (Security at 10 Wharf Street)
- SPT 50 Anchor Way (Security at 10 Wharf Street)
- WEM Promenade Drive (Security at 10 Wharf Street)

NPA REQUIRES A MINIMUM OF 48 HOURS NOTICE EXCLUDING WEEKENDS, HOLIDAYS OR STATS TO RECEIVE AND REVIEW ALL DOCUMENTATION FOR APPROVAL. WRITTEN APPROVAL MUST BE GRANTED PRIOR TO ANY WORK OR USE OF NPA FACILITIES.

1. All contractors must check in and check out with Port Security when on PON property.
2. All contractors must provide a **current 3rd party general liability certificate of insurance of \$3,000,000** or more and must identify the Nanaimo Port Authority, its employees and its agents as additional insured with respect to the job being performed, 48 hours prior to first visit, then yearly thereafter e-mail to bbrown@npa.ca at the PON Administration Office.
3. All contractors must submit and review safe work procedures, Emergency Response plan and Environmental Response plan **prior to commencement of any work** on PON property with the HSE manager and the NPA personnel who has requested the work.
4. All contractors must provide a current WorkSafe BC clearance letter and/or WorkSafe BC number.

If working above rail height and/or over water contractor must always be wearing PFD's.

All contractors must wear appropriate PPE including but not limited to high visibility safety vests, shirts or overalls when working at NAW, Duke Point, CIB yards or docks.

All contractors must wear CSA approved safety footwear, CSA approved Hard Hat, safety glasses and hearing protection if required, when working at NAW or Duke Point yards or docks.

Fall Protection must be used when any work when a fall of 3 m (10 ft) or more may occur, or where a fall from a height of less than 3 m involves a risk of injury greater than the risk of injury from the impact on a flat surface.

All contractors must provide Government issued picture ID for admittance to restricted areas as per Transport Canada Marine Transportation Security Regulations.

All contractors must follow all WorkSafe BC rules and regulations and Federal OHS Regulations when working on PON properties.

All contractor vehicle operators must comply with posted signage on all PON properties.

All contractors must use traffic cones, barricades or fencing when using machinery on PON property, where there is a chance of interaction with the public and/or staff or other contractors (when so required by Port Security or PON management).

All contractors must provide an emergency contact phone number upon check in.

All contractors must inform Port Security of intended work site area while on the PON properties.

All contractors must complete the information on page 2 and e-mail to bbrown@npa.ca

All hot work must be approved by the PON, Harbour Masters Office and the HSE Manager and a **Hot Work Permit issued prior to commencement of any hot work**. (The form is available @ www.npa.ca under Permits.)



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Name of Company _____

Subcontractor _____

Name(s) of Employee(s) Working Onsite _____

Date Submitted _____

Location and Nature of Work _____

Please include the following documentation with the Contractor's Checklist:

Company Safety Plan	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Environmental Response Plan	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Emergency Response Plan	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Safe Work Procedures	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Anticipated Start Date and Time _____

Anticipated Stop Date and Time _____

Onsite Person in Charge _____ (Print)

Person in Charge Phone # _____

Company Emergency Contact Phone # _____

Contractors Name _____ (Print)

Contractors Authorized Signature _____ (Signature)

Condition of Approval to access NPA Property:

Contractor agrees to release and indemnify the Nanaimo Port Authority and His Majesty the King in the right of Canada, their officers, employees and agents from and against all damages, injuries, losses, costs, liabilities that may arise or accrue to the Nanaimo Port Authority or His Majesty the King in the Right of Canada to the extent caused by any negligent act or omission of the contractor or its employees, contractors in connection with the carrying out the above work.



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For NPA Use Only

Authorized Signature

Date Approved

Access to the site granted for the work specified, as provided above and in accordance with conditions specified herein.

Distribution List	Check In _____
Security	Check Out _____
Marine Operations	Signature _____
Harbour Master	Comments _____
NPA Management	_____
HSE Manager	
Contractor	
Office Secretary (100 Port Drive)	