



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)

1. All contractors must check in with Port Security when on Port of Nanaimo property.
 - If working above rail height and over water contractor must be wearing PFD's at all times.
 - 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.
2. All contractors must provide upon request a current 3rd party general liability certificate of insurance of \$2,000,000 or more, 24 hours prior to first visit, then yearly thereafter to the Port Security Office at the site.
3. All contractors must discuss safety concerns prior to commencement of any work on Nanaimo Port property with the manager or his designate who has requested the work.
4. All contractors must provide a current WorkSafeBC clearance letter or WorkSafeBC number upon request.
 - All contractors must wear approved safety footwear when working at NAW or Duke Point yards or docks.
 - All other PPE must be worn in accordance with WorkSafeBC requirements when on Port of Nanaimo properties.
 - 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 WorksSafeBC rules and regulations and Federal OHS when working on Port of Nanaimo properties.
 - All contractor vehicles must comply with posted signage on all Port of Nanaimo properties.
 - All contractors must use traffic cones, barricades or fencing when using heavy duty machinery on Port of Nanaimo property, where there is a chance of interaction with the public and/or staff or other contractors (when so required by Port Security or Port of Nanaimo management or staff.)
 - 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 listed Port of Nanaimo properties.
 - All contractors must complete the information on page 2 and e-mail to info@npa.ca.
 - All hot work must be approved by the Port of Nanaimo, Harbour Masters Office and a hot work permit issued prior to commencement of any hot work. (The form is available @ www.npa.ca under Permits.)



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)

Name of Company_____

Name of Employee(s) Working On Site_____

Date_____

Location and Nature of Work_____

Anticipated Start Time_____

Anticipated Stop Time_____

Person in Charge_____ (Print)

Person in Charge_____ (Signature)

Person in Charge Phone #_____

Emergency Phone #_____

Port of Nanaimo Approval

For on-site work not accepting liability for work performed.

Distribution List (For Internal Use)	
Security	<input type="checkbox"/>
Marine Operations	<input type="checkbox"/>
Harbour Master	<input type="checkbox"/>
NPA Management	<input type="checkbox"/>
Contractor	<input type="checkbox"/>
Office Secretary (100 Port Drive)	<input type="checkbox"/>

Check In_____
Check Out_____
Signature_____
Comments_____
