



Plants Section - Contractor Daily Work Plan Form

Plants Section

Contractor Daily Work Plan

A daily work plan must be completed as a condition of access by any contractor working in City of Greater Sudbury (City) Plants Section facilities. The work plan must specify all work locations, employees of the contractor, and a description of the work. Any variance in work plan must be communicated to the City Plant Supervisor (or designate). Forms will be posted for City employee information. All work performed must be in compliance with the City of Greater Sudbury Health & Safety Policies and Occupational Health & Safety Act & Regulations. Failure to comply will result in a review and possible work stoppage and removal of access privileges.

Date: mm/dd/yy: _____ / _____ / _____ Time: In _____ Out _____

City Facility Name: _____

City Project / Purchase Order: _____

Contractor Name: _____

Contractor Staff Names: _____

Contractor Contract #'s: _____

Specific Work Location: _____

Scope of Work: _____

Contractor Representative: _____

(Print Name)

(Signature)

City Supervisor (or designate): _____

(Print Name)

(Signature)