Orphan Well Association	**Prime Contractor Field Safety Assessment Form**	Version: 2.0 2025-07-21

This form is used to document assessment of an OWA Prime Contractor's On-Site Safety Management, confirming key elements are being implemented in accordance with OWA requirements and expectations, as well as documenting positive feedback, opportunities for improvement, and/or corrective actions. This supports the Contractor Management Standard (OMS 3.2).

1. ASSESSMENT DETAILS			
Contractor Name:		**Assessment Date:**	
Work Site Location:		**Time on Location:**	To
OWA Department:		**OWA Coordinator:**	
Completed By:		**Contact Number:**	
Field Supervisor:		**Contact Number:**	
Other Participants:			

2. WORK SITE & CONTRACTOR INFORMATION			
Site Description:			
Equipment On-Site:			
Sub-Contractors:			
Primary Activity:		**Total # of Workers:**	

Definitions: The OWA will review the Prime Contractor's on-site safety management to confirm that all components appear to be complete and implemented at the work site. Feedback on each review item will be provided as follows:

- **YES = Satisfactory**: Item exists, is documented and/or there is evidence of implementation.
- **NO = Opportunity for Improvement**: Item is incomplete, missing, or evidence of implementation is lacking, details are provided in the applicable comments section, or as corrective action(s).
- **N/A = Not Applicable**: Item is not relevant to the contractor's scope of work or services provided.

3. PRIME CONTRACTOR ROLE & RESPONSIBILITIES – *An assigned OWA Prime Contractor (Prime) must be in control of the site and managing safety, health, and environmental protection (SHEP) requirements for all workers involved in the work.*	**YES**	**NO**	**N/A**
a) Prime signage (name and contact) is posted in a conspicuous location on site.	☐	☐	☐
b) On-site supervisor or prime representative is present during work activities.	☐	☐	☐
c) Prime is aware of and is coordinating the activities of all contractors on the site.	☐	☐	☐
d) The prime has completed a site-specific hazard assessment with all contractors.	☐	☐	☐
e) The prime has held pre-job safety meeting(s) with all workers at the work site.	☐	☐	☐
f) The prime has validated that workers are certified, trained, & competent for work.	☐	☐	☐
g) The prime has ensured that all workers on site are fit for duty (note how).	☐	☐	☐
h) The prime has communicated to workers their rights and responsibilities.	☐	☐	☐
i) Prime has informed workers of the OWA's whistleblower policy & reporting process.	☐	☐	☐
Comments:			

4. ON SITE DOCUMENTATION – *All required documentation must be complete, and copies readily available at the work site or accessible online (digital is acceptable). Areas without cell service should have hard copies available.*	**YES**	**NO**	**N/A**
a) Prime contractor's health and safety program.	☐	☐	☐
b) Sub-contractor's health and safety program(s), if applicable.	☐	☐	☐
c) Copies of applicable legislation, specifically OHS Act, Regulation, and Code.	☐	☐	☐
d) Copies of 3rd party agreements or approvals required for the work, e.g., RUAs, crossing, etc. Note any significant 3rd parties involved at the work site.	☐	☐	☐
e) Records of landowner (LO) notification and evidence of approval to access the work site, if required. Note LO name and contact number.	☐	☐	☐
f) Emergency response plan (reviewed further below).	☐	☐	☐
g) Site-specific hazard assessment (reviewed further below).	☐	☐	☐
h) First aid records and reports (reviewed further below).	☐	☐	☐
i) Worker orientation, training, and certification records.	☐	☐	☐
j) Safety Data Sheets (SDSs) applicable to the work.	☐	☐	☐
k) Standard Operating Procedures (SOPs) / Safe Work Practices (SWPs).	☐	☐	☐
l) Job Safety Analysis' (JSAs), if used by the contractor(s).	☐	☐	☐
m) Hazard IDs, Near Miss, and other HSE-related reporting records.	☐	☐	☐
n) Safety Alerts. Review recent safety-related distributions, internally or from OWA.	☐	☐	☐
o) Incident Investigation Reports and Corrective Action Records. Note any incidents that have taken place at the site and/or if workers are aware of corrective actions.	☐	☐	☐
Comments:			

5. HAZARD ASSESSMENT, ELIMINATION & CONTROL – *A site-specific pre-job hazard assessment must have been completed, appropriate for the work site conditions and complexity of the operations. Appropriate hazard controls must be in place.*	**YES**	**NO**	**N/A**
a) Includes a thorough assessment of the work site and evaluation of conditions that could lead to workers getting hurt or becoming ill.	☐	☐	☐
b) Indicates the methods used to eliminate or control the hazards identified.	☐	☐	☐
c) In writing (hard copy or digital) and is dated and signed by all workers at the site.	☐	☐	☐

5. HAZARD ASSESSMENT, ELIMINATION & CONTROL – *A site-specific pre-job hazard assessment must have been completed, appropriate for the work site conditions and complexity of the operations. Appropriate hazard controls must be in place.*	**YES**	**NO**	**N/A**
d) Has been developed with the participation of workers (ask the Contractor to indicate which workers were involved and to what extent).	☐	☐	☐
e) Contractor must be able to identify which hazards have been eliminated or controlled and justify the appropriateness of the controls used.	☐	☐	☐

f) List the most significant work site hazards and implemented controls:

Hazards	Elimination or Control

Comments:

6. EMERGENCY PREPAREDNESS & RESPONSE – *An emergency response plan (ERP) must be in place, appropriate for the work site and activities taking place. "911" service does not waive requirements to identify potential emergencies, procedures, and personnel; and may not be appropriate for rescue operations, if applicable.*	**YES**	**NO**	**N/A**
a) Must be in writing and readily available for reference.	☐	☐	☐
b) Must address the potential emergencies based upon the site activities and scopes.	☐	☐	☐
c) Must have been developed with the involvement of affected workers.	☐	☐	☐
d) Must specify procedures to be followed and the personnel involved.	☐	☐	☐
e) Must be reflective of current work conditions and circumstances.	☐	☐	☐
f) Must include plans for transportation of injured/ill workers to healthcare facility.	☐	☐	☐

6. EMERGENCY PREPAREDNESS & RESPONSE – *An emergency response plan (ERP) must be in place, appropriate for the work site and activities taking place. "911" service does not waive requirements to identify potential emergencies, procedures, and personnel; and may not be appropriate for rescue operations, if applicable.*	**YES**	**NO**	**N/A**
g) Workers on site must be aware of the plan and familiar with the procedures.	☐	☐	☐
h) Emergency communications systems must be in place and functional (STARS?)	☐	☐	☐
Comments:			

7. FIRST AID & ON-SITE HSE SERVICES – *First aid services, supplies, and equipment must be available at the work site. Services must meet minimum requirements for risk level; with consideration for specific work activities and hazards, accessibility of response personnel, distance to health care facilities, and number of workers.*	**YES**	**NO**	**N/A**
a) Confirm with the Contractor, the risk level for this work site: Low / Medium / High	☐	☐	☐
b) Designated first aiders must possess valid first aid certification.	☐	☐	☐
c) First aid services, equipment, and supplies are accessible, identifiable, and ready.	☐	☐	☐
d) Fire extinguishers are available and maintained in accordance with AB fire code.	☐	☐	☐
e) Spill kits / containment systems must be accessible and ready for use, if warranted.	☐	☐	☐
f) Communication systems must be in place to allow quick access to first aid services.	☐	☐	☐
Comments:			

8. WORK SITE CONDITIONS – *The Site and work areas must be maintained in a safe and organized condition. The Prime should be properly storing materials, chemicals, and wastes, and observing good housekeeping practices.*	**YES**	**NO**	**N/A**
a) Work site is free of accumulated waste and materials, particularly entries/exits.	☐	☐	☐
b) Lighting is adequate for the work activities and workers' needs.	☐	☐	☐
c) Materials/equipment are stored and secured to prevent dislodgement/damage.	☐	☐	☐
d) Combustible materials and chemicals are appropriately stored and identified.	☐	☐	☐
e) Waste containers are available and appear appropriate for the work activities.	☐	☐	☐

8. WORK SITE CONDITIONS – *The Site and work areas must be maintained in a safe and organized condition. The Prime should be properly storing materials, chemicals, and wastes, and observing good housekeeping practices.*	**YES**	**NO**	**N/A**
f) Cords, hoses, and tubes are organized and do not present uncontrolled hazard.	☐	☐	☐
g) Vehicle traffic/parking is controlled/organized to protect from traffic hazards.	☐	☐	☐
h) Site environmental hazards have been addressed, e.g., ice, snow, water, etc.	☐	☐	☐
i) HSE related signage is posted, e.g., muster point, temporary windsock, etc.	☐	☐	☐
j) Excluded work is marked and protected, e.g., monitoring wells, assets, etc.	☐	☐	☐
k) Toilets and washing facilities are available to workers.	☐	☐	☐
Comments:			

9. WORK ACTIVITY OBSERVATIONS – *Work activities should be performed in compliance with safe work procedures and regulatory requirements.*	**YES**	**NO**	**N/A**
a) Workers appeared competent, or under the direct supervision of a competent lead.	☐	☐	☐
b) Workers were using PPE appropriate to the job tasks and apparent hazards.	☐	☐	☐
c) Workers were communicating well amongst their crew and/or other contractors.	☐	☐	☐
d) Workers have means to execute properly & safely, e.g., right tools, lifting loads, etc.	☐	☐	☐
e) Tools and equipment appeared to be in working condition and being used properly.	☐	☐	☐
Comments:			

10. WORKER INTERVIEWS – *Workers should know their rights, engage in one-on-one or group discussion, and understand hazards, controls, and other HSE elements.*	**YES**	**NO**	**N/A**
a) Workers participated in the hazard assessment and controls discussion.	☐	☐	☐
b) Workers were informed of their rights (informed, participate, & refuse unsafe work)	☐	☐	☐
c) Workers were not experiencing violence or harassment at the work site.	☐	☐	☐
d) Workers understood the emergency response plan.	☐	☐	☐

10. WORKER INTERVIEWS – *Workers should know their rights, engage in one-on-one or group discussion, and understand hazards, controls, and other HSE elements.*	**YES**	**NO**	**N/A**
e) Workers felt able to report incidents and HSE concerns to the Prime representative.	☐	☐	☐
f) Workers felt HSE issues were addressed by the Prime in a timely manner.	☐	☐	☐
g) Workers were able to communicate/coordinate their work activities without issue.	☐	☐	☐
h) Workers weren't aware of fraudulent activities, e.g., theft, conflict of interest, etc.	☐	☐	☐
i) Workers were aware of the OWA whistleblower policy and reporting process.	☐	☐	☐
Comments:			

11. TASK-SPECIFIC REQUIREMENTS & OBSERVATIONS	**YES**	**NO**	**N/A**
Downhole Abandonment / Wellhead Cut & Cap			
a) Well(s) reviewed and confirmed as "approved for abandonment".	☐	☐	☐
b) Wellhead(s) marked, or clearly identified, and confirmed as "ready for removal".	☐	☐	☐
c) Ground disturbance package completed.	☐	☐	☐
Pipeline Abandonment / Riser Removal			
d) Pipeline(s) reviewed and confirmed as "approved for abandonment".	☐	☐	☐
e) Pipeline riser(s) tagged, or otherwise clearly identified as "ready for removal".	☐	☐	☐
f) Ground disturbance package completed.	☐	☐	☐
g) Catch/spill trays or equivalent must be in place during pigging to capture liquids.	☐	☐	☐
h) Contractor must have communication between pipeline ends, radio or cell phone.	☐	☐	☐
Surface Equipment Removal / Facility Decommissioning			
i) Assets have been reviewed and confirmed "approved for demolition or removal".	☐	☐	☐
j) Excluded assets are clearly marked and/or protected.	☐	☐	☐
k) Equipment information is being tracked for MT Form updating to OWA.	☐	☐	☐
l) Registered pressure equipment (ABSA) plates are being collected for submittal.	☐	☐	☐
m) Equipment for relocation is being properly lifted, secured, and transported.	☐	☐	☐
n) Ground disturbance package completed (for underground removal work only).	☐	☐	☐
o) Asbestos-containing materials assessed and tested (pre-1986 construction).	☐	☐	☐

11. TASK-SPECIFIC REQUIREMENTS & OBSERVATIONS	YES	NO	N/A
p) Hazardous building materials handled/disposed of safely and as per regulation.	☐	☐	☐
q) Verification process followed to confirm no pressure, electrical, other energy.	☐	☐	☐
r) Drain-down / cleaning process being completed, with proper handling and disposal.	☐	☐	☐
s) Appropriate precautions are being taken for potential spills during demolition.	☐	☐	☐
t) Buried piping/facilities removed to lease edge and documented/marked if not.	☐	☐	☐
Site Assessment, Remediation & Reclamation			
u) Ground disturbance package has been completed.	☐	☐	☐
v) Equipment cleaning/decontamination completed as required (i.e., noxious weeds).	☐	☐	☐
w) Protection and/or flagging in place for protected assets (e.g., monitoring wells).	☐	☐	☐
x) Hydrovac holes have been filled in appropriately.	☐	☐	☐
y) Excavations have proper sloping, fencing, and signage in place.	☐	☐	☐
Comments:			

12. ADDITIONAL NOTES, COMMENTS, DRAWINGS, ETC.

13. OVERALL SUMMARY & POSITIVE FEEDBACK

14. OPPORTUNITIES FOR IMPROVEMENT

15. FOLLOW-UPS & CORRECTIVE ACTIONS

Action Descriptions & Comments	Responsibility	Due Date

16. SIGNATURES

Name	Company & Position	Signature	Date