

Sub-Contractor Pre-Qualification

On some jobs, our company acts as a Prime Contractor, hiring other workers and companies to deal with extra work or specialized tasks. When this happens, we assume additional responsibilities and obligations.

It's our policy to do everything we can to maintain a process to govern this that will ensure compliance with any work site regulations.



For all Sub-Contractors, documentation is required prior to the approval and commencement of any subcontract work:

- Sub-Contractor Pre-Qualification questionnaire
- A recently dated WCB clearance letter that confirms sub-contractor coverage



HSE statistics will be reviewed to ensure that only safe sub-contractors are hired.

- The Sub-Contractor's workers compensation premium rate statement will be obtained and compared to the performance of others in the industry.
- Past performance is a key indicator of future performance, and we will select those who tend to outperform the industry whenever practicable.
- The results of the pre- questionnaire will be reviewed by management to determine if the sub-contractor HSE program and/or training documentation is acceptable.

- Should any issues arise with the questionnaire, WCB or insurance documents, further authorization will be required from the company and our clients before allowing the sub-contractor on site to work.

Should the sub-contractor not have a health and safety manual or program, they must follow our safety program.

- The contractor will be advised of this requirement and will receive an orientation to our Health & Safety Program so that they are aware of its contents.
- The sub-contractor must also follow any policy of the company or our clients regarding drug & alcohol use & testing.
- Should a client request that their policy is followed, workers will be made aware of the program and its requirements.

All sub-contractors are included in pre-job or kick-off meetings, and safety orientations.

- These meetings are mandatory as sub-contractors will be working under our safety program and must adhere to it.
- Sub-contractors are expected to take part in all tailgate safety meetings, job hazard assessments, and on the job safety inspections.
- Any incidents involving workers or equipment must be reported immediately by the sub-contractor to the site supervisor so that an investigation can take place.
 - This is because if a sub-contractor is involved in an incident, we are responsible for reporting the incident to our client(s).

Upon the conclusion of the job, a review will be conducted to determine if any deficiencies or follow up action is required for the sub-contractor.

