



The District of Peachland is committed to maintaining a safe and healthy work environment. As part of our commitment to this program, we must pre-approve those who may be providing us with sub-contract work.

As part of the pre-qualification process, we require you provide us with a copy of the general documentation noted below and a complete copy of the attached questionnaire.

## 1. Documentation Request

- a. A copy of your current Safety Program Manual.
- b. A Current Clearance Letter from WCB
- c. WCB Employer Premium Rate Statement for the two most recent years along with the corresponding industry rate.
- d. A certification of Liability Insurance
- e. Should you have a “Certificate of Recognition” (COR), a copy is requested.
- f. A copy of certifications (Faller tickets, fit tests, first aid, fall protection, WHMIS )
- g. Attach operator competency training certificate (Excavator, Loader, rollers etc.)

Acts & Regulation

Part 3 rights and responsibilities

Workforce of 20 or more and mod-high risk or a workforce of 50 or more workers requires a health and safety program

3.3 contents of a program

3.2 (a) (b) (c) Workforce less than 20 (small operations)



## 2. Sub-Contractor Health, Safety & Environmental Questionnaire

- a. Does your company have a written safety program? If so, please ensure a copy is provided.  
**Yes  No**
- b. Do you have a recognized safety program that has received a Certificate of Recognition? If so, please provide a copy.  
**Yes  No**
- c. Are your senior management, supervisory staff and employees aware of the contents of the company's safety program?  
**Yes  No**
- d. Does your company develop safe work procedures, standard practices for the work being performed?  
**Yes  No**
- e. Does your managerial, operations staff, supervisory staff, and employees comply with the provincial OH&S regulations applicable to your company's work activities?  
**Yes  No**
- f. Does your company ensure that management, supervisors and employees understand their specific responsibilities for safety?  
**Yes  No**
- g. Does your management personnel conduct routine site inspections?  
**Yes  No**
- h. Does your company have a policy outlining the responsibilities and frequency for conducting regular inspections of equipment, work sites & employee action?  
**Yes  No**
- i. Has a preventative maintenance program been developed and implemented for all your equipment?  
**Yes  No**
- j. Does your company have standards for purchasing material & renting equipment, and follow appropriate engineering standards? (ie: CSA)  
**Yes  No**
- k. Does your safety program identify work hazards for your Company's work activities and are procedures to control those hazards developed? (ie: risk/hazard assessments)  
**Yes  No**



## Contractor and Sub-Contractor Pre-Qualification Package

- l. Does your company have a process in place that allows employees to promptly submit reports of hazards, incidents and near misses at the worksite? (Note: Incidents include: injuries, equipment/property damage, spills, fire, security and near misses)  
**Yes  No**
- m. Is a review and follow-up on all incidents conducted?  
**Yes  No**
- n. Does your company have an effective incident reporting structure in place that ensures hazards are identified and either controlled or eliminated?  
**Yes  No**
- o. Does your company conduct routine safety meetings?  
**Yes  No**
- p. Are these meeting minutes kept on file?  
**Yes  No**
- q. Are all workers involved in pre-job safety meetings?  
**Yes  No**

### 3. Sub-Contract Company Acknowledgement

The preceding information is correct and accurate to the best of my knowledge. As an authorized representative of my company, I acknowledge that my company and representatives within will comply with all policies, rules, and regulations applicable to our operation.

<b>Sub-Contractor Company Name:</b>
<b>Sub-Contractor Representative:</b>
<b>Sub-Contractor Representative's Signature:</b>
<b>Date of Acknowledgement:</b>