

# HEALTH & SAFETY

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Health and safety is an integral part of what we do at ContractorCheck. Our pre-qualification program is designed to give ContractorCheck clients comfort knowing that any ContractorCheck Accredited contractor they engage with has demonstrated that they have a safety program that satisfies federal and provincial legislation and client specified requirements. As part of due-diligence, it is very important to have evidence to show that the requirements have been met. Here's how we assess and accredit the health and safety management systems of contractors for our clients.

### Online Questionnaire

Each contractor must complete our online questionnaire to begin the assessment. The questionnaire consists of a series of core element general questions, as well as questions that are specific to the contractor's work activities. This questionnaire is the main tool we use to assess a contractor's compliance with legislative and client-specific requirements. Within the questionnaire, we also request supporting documentation including training records, licenses and inspection records.

The goal of the ContractorCheck questionnaire is to allow a contractor, through their responses and supporting documentation, to demonstrate that they are applying the legislated and required health and safety practices in their day-to-day work activities that they perform for their clients.

### Supporting Documentation

As part of our health and safety assessment, we request additional and supporting documentation from contractors, which provides evidence that they're doing what they say they're doing. Some examples of supporting documentation requested from contractors are:

- Training Records
- Trade Licences (electrician, plumber, etc.)
- Toolbox Talks and Meeting Forms
- Policies and Procedures
- Inspection Records

### Examples of Health and Safety Elements Assessed

The following table outlines a few examples of health and safety elements that are assessed, and examples of the documentation collected as evidence.

HEALTH AND SAFETY ELEMENT	LEGISLATION/REGULATION	EXPLANATION	DOCUMENTS THAT ARE COLLECTED
Supervisor and Worker Awareness Training	O. Reg. 297/13 - ON	Mandatory training for all employees in applicable Ontario workplaces	Samples of the certificates and/or signed and completed workbooks.
Working Alone	OHS Code 2009 Part 2B - AB O. Reg 4.20.1-4.22 & 4.23 - BC O. Reg EC 180/87 Part 53 - PEI O. Reg N.L.R 5/12 s.15 - NF	Written policies and procedures, where applicable, risk assessments are to be completed to ensure the safety of the lone worker	Recently signed and dated written policy and procedures, completed hazard assessments where applicable.
Hazard Assessments	OHS Code 2009 s.7 - AB O. Reg N.L.R. 5/12 s.18 - NF	Site inspections/hazard assessments are to be completed prior to starting work. Findings/observations are to be made aware to all workers on site	Recently completed, signed and dated samples of site inspections, field level hazard assessments, job safety analysis, etc.
Violence/Harassment/ Bullying Policies & Risk Assessments	OHS Code 2009 s.389 - AB O. Reg 296/97 s.4.28 - BC OHSA s.32.0.1 - ON O. Reg EC 180/87 s.52.2 - PEI	Risk assessments are to be completed to identify the potential of risk of violence. Written policies and procedures are required where applicable.	Recently signed and dated written policies, completed risk assessments where applicable.
First-Aid Certification	OHS Code 2009 s.181 - AB Workplace Safety & Health Re. 217/2006 - MB O. Reg s.53 - SK	Specific amount of certified first-aiders required depending on the number of workers at a place of employment	Samples of valid certificates, policy outlining first-aid provision and procedures.