

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

Work Activities

A wide variety of contractors participate in ContractorCheck. Here is a sample of some of the 200+ types of activities that contractors can be accredited for:

- Ventilation and Ductwork
- General, Principal, Main Contractor
- Security and Protective Services
- Telecommunications
- Environmental Consulting
- Electrical Work
- Plumbing
- Roofing

Workers' Compensation & Certificates of Insurance

ContractorCheck collects, reviews, and houses Certificates of Insurance and Workers' Compensation Clearance for contractors. Clients can login to the ContractorCheck portal and view these documents at any time. At a glance, the client can view contractor status, and is able to identify whether documentation is current or expired. The contractors are automatically reminded by our system when certificates are about to expire, and they have our full support in the renewal process to make sure their accounts stay current. Rather than having to request this documentation each time a contractor is engaged, the client is able to access and view current contractor documentation at any time, either through their mobile device or on the website, and can also set up customized email notifications within the portal so that they are immediately aware of status changes with their contractors.

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 28 - 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.