**Contractor Pre-Clearance Information**

## Prequalification of a contractor requires the following items be evaluated:

1. Contractor is knowledgeable of their legal responsibilities and the jurisdiction they fall into including:
   1. Clearly defined health and safety rules for:
      1. Workers
      2. Supervisors
      3. Managers
2. The contractor is knowledgeable of the workplace and the hazards presented by the work to be undertaken including:
   1. Workplace hazard identification and evaluation process
   2. Safe work procedures developed from the identified workplace hazards
   3. Instruction of workers in the correct application of the safe work procedures
   4. Process for coordination of work with other contractors to ensure hazards are appropriately controlled
3. Contractors health and safety program produces records that document:
   1. Training of workers present on the jobsite
   2. Certification records (and/or recall list) for all workers requiring training for the nature of their work (WHMIS 2015, fall protection, First-aid, Crane operation, HVAC, Gas fitting, etc.)
   3. Regular inspection of the jobsite and equipment
   4. Corrective actions implemented as a result of inspection efforts
   5. Field level hazard analysis of work especially if conditions are dynamic
   6. Joint health and safety committee minutes
   7. Worksite meetings (tail gates, pre-work, or other special meeting)
   8. Signed and dated health and safety policy
4. Contractor has records of trade or other certificates held by sub-contractors as required for the nature of the work
5. Contractor has an incident reporting and investigation procedure in place that includes:
   1. Requirement to report injuries and near misses
   2. Requirement for investigation of reported events
   3. Procedure for assigning corrective action
   4. Procedure for following up on effect of corrective actions taken
6. Supervision plan that addresses the number of workers and hazards inherent in the work being undertaken
7. Communication plan between the principal and contractor that addresses:
   1. Ongoing communications and coordination of work
   2. Regular meetings for feedback, concerns and planning
   3. Representatives at site safety meetings
8. Contractor has established equipment maintenance policies and procedures to maintain equipment to manufacturers recommendations or applicable standards and include:
   1. Maintenance schedule
   2. Maintenance records
9. Process for contractor monitoring that includes:
   1. Ensuring that contracted work proceeds safely and to agreed requirements
   2. Ensuring that corrective actions are taken in a timely and effective manner
10. Contractor has Workers Compensation Coverage and has provided a clearance letter
11. Contractor has Commercial General Liability Insurance of a level adequate for the nature of the work and its hazards
12. Contractor has signed a limited liability statement (A good idea but not always applicable)