




SUB-CONTRACTOR PRE-QUALIFICATION




A Division of Tetra Tech Canada Inc

November 13, 2018

		
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1. SUB-CONTRACTOR PRE-QUALIFICATION PACKAGE

Parkland Pipeline Contractors is committed to maintaining a safe and healthy work environment through the active participation and support of Parkland’s health and safety management system. 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 to provide us with a copy of the general documentation noted below and a completed copy of the attached questionnaire.


2. SUB-CONTRACTORS NOT ON COMPLYWORKS

2.1 REQUESTED DOCUMENTATION


- a) A copy of your current safety program manual.
- b) A current clearance letter from the WCB.
- c) WCB employer premium rate statements for the two most recent years along with the corresponding industry rate.
- d) A current insurance certificate reflecting compliance with no less than \$2,000,000.00 comprehensive general liability and \$2,000,000.00 automobile liability insurance for each occurrence.
- e) A copy of your Certificate of Recognition (COR) certificate (if no COR, your safety management system audit program).
- f) A copy of your company’s safety statistics (ie: man-hours worked, fatalities, lost time injuries & medical aid injuries) for the last 3 years.
- g) Copies of all JSA/JHA’s required for project.

2.2 SUB-CONTRACTOR QUESTIONNAIRE

- a) Does your company have a written safety program? 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, standards and practices for the work being performed? Yes No
- e) Provide supporting processes for ensuring necessary employee competencies. Yes No
- f) Does your managerial, operations staff, supervisory staff, and employees comply with the provincial OH&S and WCB regulations applicable to your company’s work activities? Yes No

		
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- g) Does your company ensure that management, supervisors and employees understand their specific responsibilities for safety?
Yes No
- h) Do your management personnel conduct routine site inspections?
Yes No
- i) Does your company have a policy outlining the responsibilities and frequency for conducting regular inspections of equipment, work sites and employee action?
Yes No
- j) Has a preventative maintenance program been developed and implemented for all your equipment?
Yes No
- k) Does your company have standards for purchasing material, renting equipment, and follow appropriate engineering standards? (i.e.: CSA, ASME)?
Yes No
- l) Does your safety program identify work hazards for your company's work activities and are procedures to control those hazards developed? (i.e.: risk/hazard assessments).
Yes No
- m) 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
- n) Is a review and follow-up on all incidents conducted?
Yes No
- o) Does your company have an effective incident reporting structure in place that ensures hazards are identified and either controlled or eliminated?
Yes No
- p) Does your company conduct periodic audits to ensure the effectiveness of its safety program?
Yes No
- q) Does your company conduct routine safety meetings?
Yes No
- r) Are minutes from these meetings kept on file and circulated to all employees? And, are follow-up items addressed and captured at the next meeting?
Yes No
- s) Are all workers involved in pre-job safety meetings and are the meeting topics & attendance documented?
Yes No
- t) Does your company use appropriate communication methods (i.e.: posters, bulletins, & bulletin boards) to stress the importance of good health and safety practices?
Yes No
- u) Does your company develop and use safety statistics as a measuring tool to control losses? Please provide a copy of your safety statistics (i.e.: Man-hours worked, modified work, and lost time injuries for the last 3 years).
Yes No
- v) Does your company have an effective modified work program in place for injured workers?
Yes No

		
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3. SUB-CONTRACTORS ON COMPLYWORKS

3.1 REQUESTED DOCUMENTATION

- a) Released information to Parkland on ComplyWorks.
- b) A current clearance letter from the WCB.
- c) A current insurance certificate. (Reflecting compliance with no less than \$2,000,000.00 comprehensive general liability and \$2,000,000.00 automobile liability insurance for each occurrence.
- d) Project specific JSA's.

4. SUB-CONTRACTOR 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.

Sub-Contract Company Name: _____

Sub-Contract Representative Name: _____

Sub-Contractor Representative's Signature: _____

Date of Acknowledgement: _____

Note: This is just pre-qualification information and more information could be requested based on Client expectations.

Completed sign-offs must be forwarded to roni.white@parklandpipeline.com.