

2.2 – Contractor Pre-Qualification



As a prospective Sub Contractor for Griffin Properties Ltd., it is our responsibility to ensure that your safety program meets the minimum requirements of WorkSafeBC and/or any other governing body as well as conforms to our Owner/Client specifications.

Please complete the following questionnaire and return it to our office for review. Once the review process is completed and your tender has been accepted, your safety manual is to be sent on a zip file to our office for review.

1.0 GENERAL INFORMATION

Date:	
Company Name:	
Address:	
Contact Person (include phone number)	

Document Review:	Review Performed By:
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All information must be received before your tender is considered:

1. Company Name as Registered with WorkSafeBC	
2. WorkSafeBC Account Number	
3. How many years has your company been in business?	
4. Have you received any penalties through WorkSafeBC?	
5. Copy of Business Insurance Supplied with tender?	
6. Clearance letter from WorkSafeBC of current month/year supplied	
7. Copy of Incident Report Summary from WorkSafeBC	
8. Is your company COR Certified?	
9. Is your company ISO Certified?	
10. Current copy of your OHS Manual	

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OH&S STATISTICS:

YEAR	2016	2017	2018
Number of First Aid Cases			
Number of Medical Aid Treatment Cases			
Number of Modified Duty Cases			
Number of Lost Time Injury Cases			
Number of Days Away From Work			
Number of Fatal Injuries			
Total First Aid Injury Frequency			
Total Medical Aid Frequency			
Lost Time Injury Frequency			
Number of Man-hours (per year)			

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WORKSAFEBBC RATE INFORMATION

YEAR	2015	2016	2017
Base Rate			
Net Rate			
Experience rating adjustment			

Has a qualified auditor audited your Company's OHS Program? (If yes, answer a, b, c, &d)

a) Date of last Audit: _____

b) Name of Auditor: _____

c) Audit Protocol Used: _____

d) Score %: _____

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2.0 SELF EVALUATION

Question:	Yes:	No:	N/A:
2.1 MANAGEMENT INVOLVEMENT AND COMMITMENT			
Does your company's OHS program have a Health and Safety Policy Statement that Clearly states the Company's 'Commitment To Health and Safety'?			
Does your Company post and/or communicate the Commitment to Health and Safety Policy to all employees, Contractors and Visitors?			
Does your Company's Health and Safety Policy define the specific responsibilities of: <ul style="list-style-type: none"> • Management • Employees • Sub-Contractors 			
Does your Company's Management perform field inspections focusing on Health and Safety issues?			
Does your Company encourage employee input during these inspections?			
Does your Company have an implementation plan for delivery of health, & Safety (H&S) assurance?			
Does your Company's OHS program have an Environmental policy statement that clearly states the Company's 'Commitment to the Environment'?			
Does your Company post and/or communicate the Commitment to the Environment Policy to all Employees, Contractors and Visitors?			
Does your Company's Management perform field inspections focusing on Environmental issues?			
Does your Company encourage employee input during these inspections?			
Does your Company have an implementation plan for delivery of Environmental assurance?			

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Question:	Yes:	No:	N/A:
2.2 HAZARD ASSESSMENT AND CONTROLS			
Does your Company's OHS Program define who is responsible for hazard assessment at a worksite?			
Does your Company follow a pre-job meeting format to identify the hazards involved with a task or may be present on the work site?			
Does your Company encourage employees to stop and re-evaluate a task using the pre-job format when the scope of a task changes?			
Question:	Yes:	No:	N/A:
2.3 COMMUNICATIONS AND GROUP MEETINGS			
Does your Company have a safety committee?			
Does your Company hold regular safety meetings, record of minutes taken and held on file?			
Do you encourage your employees to participate in these meetings?			
Question:	Yes:	No:	N/A:
2.4 INCIDENT INVESTIGATION AND ANALYSIS			
Does your company have a standard procedure for event reporting and investigation to Owner/Client?			
Does your Company encourage reporting of hazardous conditions on or around the work site?			
Does your Company encourage reporting of near miss incidents on or around the work site?			
Does your Company track these reports and implement procedures, policies, and/or training to reduce or eliminate these hazards?			
Does your Company review and follow up all event reports?			

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Does your Company have a standard procedure of any spills/release reporting and investigations?			
Does your Company review and follow up all spill/release reports?			
Question:	Yes:	No:	N/A:
2.5 RULES AND WORK PROCEDURES			
Does your Company have an engineering/design standard that outlines the Company's commitment to following applicable government and industry acts, regulations and statutes?			
Does your Company have a list of tasks relevant to the work you routinely do?			
Have these tasks been risk ranked?			
Are there procedures in place for the critical tasks to control the hazard?			
Does your Company have specific rules regarding the use of personal protective equipment (PPE)			
Does your Company have a safe work permitting system?			
Does your Company make available the SDS sheets for controlled products they use on site or will leave on site?			
Does your Company have an Alcohol and Drug Abuse Policy?			
Does your Company have a Smoking Policy?			
Does your Company have a disciplinary program in place to deter employees who do not comply with safety rules and government regulations?			
Does your Company have an Emergency Response Plan (ERP) related to its activities and specific locations?			
Does your Company have a Working Alone Policy?			
Does your Company have a Check-in/Check-out Policy?			

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Does your Company have an orientation package that covers the expectations of Health and Safety for each newly hired or transferred employee?			
Are training records maintained and available for review?			

Question:	Yes:	No:	N/A:
Does your company have specific requirements regarding training in: <ul style="list-style-type: none"> • First Aid • Incident Reporting • Hazard Identification and Control • Emergency Response • Driving 			

Has this contractor met the approval process? Yes _____ No _____

Approval by:		Title:	
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Once the contract has been awarded the next stage of document submittals will be requested specific to the position contracted for.

Any questions regarding this document contact: Mike Griffin