

Municipal District of Opportunity No. 17

EMERGENCY OPERATIONS & SAFETY POLICY

TITLE: **Company Pre-qualification**

EFFECTIVE DATE: **APRIL 20, 2016**

POLICY NUMBER: **EOP.8**

A. Purpose:

This Policy provides a method for companies to pre-qualify for hiring or contracting with the Municipal District of Opportunity No. 17. It establishes minimum requirements that companies must meet and registers their offerings, rates and prices in advance to expedite contracting and hiring. The Policy is intended to screen out less qualified companies to mitigate the inherent risk of outsourcing by the municipality.

B. Definitions:

1. **Low Risk Projects** means service work that carries low risk exposure to worker safety or the environment; examples include: office work such as legal counsel, off-site consultation, information services, and design; shipping; equipment rental; and services requiring brief site visits such as audits, appraisals, and basic geotechnical studies, surveys and inspections.
2. **Business License** means a valid license to operate issued by the MD of Opportunity.
3. **Company** means a corporate entity, society, or person who can provide equipment or services to the MD with or without a written contract, on- or off-site in the municipality.
4. **COR/SECOR/TLC** means a certificate of recognition, either temporary or not, issued by a certifying partner such as the Alberta Construction Safety Association.
5. **Emergency** means a situation requiring immediate acquisition of equipment or services the lack of which could jeopardize MD operations or the safety or health of persons or property within the MD.
6. **Hire** means to engage a company for equipment or services via a written agreement or contract, a purchase order, or a call for service.
7. **Insurance** means liability insurance satisfactory to the MD as appropriate for the company's work for the MD.
8. **MD** means the Municipal District of Opportunity No. 17.
9. **Health, Safety, and Environment Program** means written program(s) ensuring the company can comply with Alberta's occupational health, safety and environment legislation and regulation in relation to a specific equipment or service supply project.
10. **WCB** means the Workers' Compensation Board of Alberta and the parallel authority in any other province.

C. General:

1. Nothing in this policy or in the pre-qualification process guarantees the MD will hire any company.
2. When hiring for low-risk projects, the MD does not require an assessment of the company's health, safety or environmental programs, practices or procedures beyond confirmation that personnel are demonstrably competent and the company uses industry standard operating procedures for the scope of work.
3. When hiring, the MD may, at its sole discretion, give preference to companies who have been pre-qualified through the completion of a *Company Pre-Qualification Form*.
4. Equipment supplied by a company must be in good working order and operators must be skilled, trained and competent.
5. Equipment rates specified in a company's pre-qualification registry must include costs of operator, fuel, oil, repairs, and delivery/pickup unless otherwise specified.
6. Labour offered in a company's pre-qualification registry must be comprised of skilled, trained, competent, and reliable personnel for the purpose.
7. Companies may need to supply additional information after pre-qualification in relation to specific projects, such as work-specific safe work procedures, availability, time to complete, local economic stimulus data, professional qualifications, client references, value-added offers, etc.
8. Companies that will require a deposit to facilitate mobilization or to demonstrate good faith on the part of the MD in the hiring offer should not include such information in the pre-qualification process.
9. Companies pre-qualifying for hire by the MD should be aware that while on MD sites, MD policies may apply to their employees, e.g., the *Workplace Violence and Harassment Policy*, the *Social Media and Communication Technology Use Policy*, and the *Drug & Alcohol Use Policy*. Prior to hire, the MD will provide one (1) electronic or hard copy of potentially applicable policies to the company.
10. Companies hired by the MD may be required to provide copies of safety records produced in the course of the work such as hazard assessments, incident reports/ investigations, staff numbers, and safety meeting minutes.

D. Emergency Hiring:

1. In an emergency, the MD may hire any company needed without regard to the requirements contained in this policy, if so authorized by the Chief Administrative Officer or his/her designate.
2. Companies hired in an emergency who lack a COR/SECOR/TLC must comply with the MD's *Health and Safety Policy* and the corresponding Program under the supervision of MD staff.

E. Minimum Contractor Qualifications:

1. Except in the case of low-risk projects and emergencies, the MD will hire only companies who have:
 - a. a valid COR/SECOR/TLC;
 - b. a WCB account 'in good standing';
 - c. a valid business license issued under the MD's *Business License Bylaw* or who are exempt from licensing;
 - d. business liability and/or other insurance, or a letter of commitment for insurance issued by an insurance company.

F. Administration:

1. Addendum A, *Company Pre-Qualification Form* is attached to this policy.
2. The July 13, 2011 Emergency Operations & Safety Policy EOP.8 *Certificate of Recognition (COR) Small Employer Certificate of Recognition (SECOR)* is hereby repealed.

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APPROVED: April 20, 2016



Municipal District of Opportunity No. 17

Company Pre-Qualification Form

A: GENERAL INFORMATION

Date:		GST No.	
Company Name:		Phone:	
		Fax:	
		E-mail:	
Street Address:		Mailing Address:	
Province:	Postal Code:	Province:	Postal Code:

How many years has your company operated?

Contact Info:	Name:	Phone:	Email:
Supervisor:			
Quote Contact:			
Health and Safety:			
Accounting:			

Business Licence Information

Copy of Business Licence Attached? Y N If no, explain:

Workers' Compensation Information

Clearance Letter Attached? Y N

WCB Number:		Industry Code:	
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Insurance

	Coverage Limit	Policy No.	Insurance Co.
Commercial Comprehensive General Liability	\$		
Vehicle Liability	\$		
Commitment Letter	\$	NA	

Work History – Previous Jobs – Optional

Customer	Type of Project	\$ Size	Contact	Phone

B. REGISTRY OF EQUIPMENT, GOODS, OR SERVICES OFFERED (SPECIFY RATE PER DAY/HOUR/KM, INCLUDE MAXIMUM DETAIL, ATTACH ADDITIONAL SHEETS IF NEEDED)

Description	Model/Yr	Serial No.	Rate / per --

STANDARD WARRANTY OFFERED:

Material:

Labour:

C. HEALTH, SAFETY AND ENVIRONMENT PROGRAM INFORMATION

WCB Statistics

1. Enter data from the last three years:	20__	20__	20__
• Your Industry Premium Rate			
• Your industry rate Adjustment %			
• Employer's Premium Rate			
• Number of Fatalities			
• Number of Lost Time incidents (LT)			
• Number of Medical Aid Injuries (MA)			
• Number of First Aid Injuries			
• Number of Modified Work Injuries (MWI)			
• Number of Vehicle incidents			
2. Has your company ever been charged, convicted, or issued a stop work order for OH&S non-compliance or an environmental offence in the last 3 years? If yes, give details:	Yes		No

3. Does your company have a documented health, safety and environment management program?		
4. Does your company have a Certificate of Recognition (COR) or Small Employer Certificate of Recognition (SECOR)? Specify Certifying Partner:		
<u>If you answered “Yes” to Question 4, SKIP TO SECTION D .</u>		
<u>If you answered “No” to Question 4 but the company holds a Temporary Letter of Certification (TLC), complete the rest of this section:</u>		
5. Does your program address the following key elements:	Yes	No
• Accountabilities and responsibilities for managers, supervisors, and employees?		
• Management commitment and expectations?		
• Hazard assessment and control?		
• Worksite inspections?		
• Safe work practices and procedures?		
• Training and orientation?		
• Safety meetings and communications?		
• Emergency response?		
• Incident reporting and investigation?		
• Preventative maintenance?		
• Personal protective equipment?		
6. Does your company have a corrective action process for addressing individual health, safety and environmental performance deficiencies?		
7. Does your program ensure all specialized PPE required is available?		
8. Does your program evaluate the ability of subcontractors to comply with applicable health, safety, and environment requirements?		
9. If yes, are your subcontractors included in the following:		
• Audits?		
• Health, safety and environment meetings?		
• Health, safety and environment orientations?		
• Inspections?		
• Do you require all subcontractors to have a written health, safety and environment management program?		
• Do you use health, safety and environment performance criteria in evaluating your subcontractors?		
10. Does your company have applicable, documented work practices and procedures in place and in use that pertain to your specific work?		
11. Does your company have a substance abuse policy?		
If yes, does it include the following:		
• Pre-employment screening??		
• Post-incident testing?		
• Reasonable cause testing?		
12. Does your company have written programs for the following? (If not applicable enter “NA.”)		
• Hearing conservation?		

	Yes	No
• Respiratory protection?		
• Confined space?		
• Fall protection?		
• Ground disturbance?		
13. Are all your company employees, contractors, and subcontractors current with the required health, safety, and environment training and re-training?		
14. If requested can your company provide a summary of worker regulatory and competency training?		
D. HEALTH, SAFETY AND ENVIRONMENT PRACTICES / PROCEDURES		
	Yes	No
1. Does your waste management system identify and address provincial and federal regulations required for the disposal of hazardous waste?		
2. Does your company have a system/program to identify all hazardous waste that may be encountered during normal work?		
3. Are all your company employees/contractors/subcontractors current with the required health, safety and environment training and retraining?		
4. Does your company have a system for identifying applicable engineering, quality, environment, health, safety, or other specifications for purchasing and receiving materials and equipment?		
E. COPIES TO ATTACH <i>Include the following documentation with this form:</i>		
<input type="checkbox"/> WCB Clearance letter		
<input type="checkbox"/> Copies of insurance certificate or letter of commitment from an insurance company		
<input type="checkbox"/> Copy of COR, SECOR or TLC		
<input type="checkbox"/> Copy of current business licence or statement of exemption		
<input type="checkbox"/> An inventory of job specific work practices and procedures related to your registry		
<input type="checkbox"/> A copy of the high-risk procedure/JSA used by your company related to your registry		
<input type="checkbox"/> One (1) copy of your current safety manual/program (electronic copy preferred)		
<input type="checkbox"/> Additional pages detailing any equipment or services offered together with rates		
F. SIGNATURES: <i>By signing below you certify that the information provided above is accurate.</i>		
Senior Company Representative Name:	Title and Telephone Number:	Signature:
		Date:
Company OH&S Representative Name:	Telephone Number:	Signature:
		Date: