

**Health, Safety & Environmental Pre-Qualification Program
Pre-Qualification Application Form**



This form must be completed and returned with all supporting documents for evaluation by Hydro One Sault Ste. Marie.

Submit the completed application to the attention of:

Hydro One Sault Ste. Marie Pre-Qualification Program, Suite B, 2 Sackville Road, Sault Ste. Marie, ON P6B 6J6 or email: prequalification@hydroonessm.com

Part A: BUSINESS/CORPORATE INFORMATION [ALL APPLICANTS MUST COMPLETE Part A]

Company Name:			
Legal Name (if applicable):			
Head Office Address:			
Phone:			
Fax:			
Website:			
Branch Office	Mailing Address	: (If different from Head Office Address)	
Phone:			
Fax:			
Company Contact Information			
Primary Contact Name:			
Phone:		Cell:	
Fax:			
Email:			
Secondary Contact Name (if applicable):			
Phone:		Cell:	
Fax:			
Email:			

Part B: BUSINESS OWNERSHIP [ALL APPLICANTS MUST COMPLETE Part B]

Describe your business ownership

Independent Contractor

Sole Proprietorship (*Provide Business Name Registration*)

Partnership (*If Partnership, specify type of partnership*):

	Answer	Attached
Corporation <ul style="list-style-type: none"> • Certificate of Status • Copy of Articles/Certificate of Incorporation • Organizational Chart 		
If a Corporation, do you carry on business under a trade name/style? <i>If yes, specify name:</i>	No	Yes

Do you have any Union affiliations? <i>If yes, provide details including the expiry date(s) of the current collective agreement(s)</i>	No	Yes
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Part C: SAFE WORK PERFORMANCE [ALL APPLICANTS MUST COMPLETE Part C]

Total number of employees (<i>including part-time and management</i>)	Number:
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	Answer	Attached
Are you registered with the Workplace Safety & Insurance Board (WSIB)? <i>If yes, provide:</i> <ul style="list-style-type: none"> • WSIB Account #: _____ WSIB Firm#: _____ • Current WSIB Clearance Certificate • Workplace Injury Summary Report • OHS Form 300, 300A or equivalent (<i>USA only</i>) 	No	Yes
Does the company maintain files on accidents?	No	Yes
Does the company file a WSIB Form 7 (<i>or its equivalent</i>) for applicable work related injuries or occupational diseases?	No	Yes
Does the company have Modified / Light Duty work programs?	No	Yes
Has there been any critical injuries? <i>If yes, provide report</i>	No	Yes
Has the company reported any occupational diseases, such as dermatitis, or carpal tunnel syndrome to the WSIB?	No	Yes

Provide copies of insurance certificates evidencing liability coverage applicable to the Service/Work you wish to perform for Hydro One Sault Ste. Marie

Attached

- General Liability
- Commercial
- Automobile
- Professional

In the past 3 years, indicate if you have:

Answer

- | | | | | | | | | | |
|--|---|----|-----|----|-----|----|-----|----|-----|
| <ul style="list-style-type: none"> • Received written order to comply from the Ministry of Labour • Been convicted under the Occupational Health & Safety Act • Been found guilty of an offence under the Workplace Safety & Insurance Act, 1997 • Had any environmental charges, fines or incidents | <table border="0"> <tr> <td style="padding-right: 20px;">No</td> <td>Yes</td> </tr> <tr> <td style="padding-right: 20px;">No</td> <td>Yes</td> </tr> <tr> <td style="padding-right: 20px;">No</td> <td>Yes</td> </tr> <tr> <td style="padding-right: 20px;">No</td> <td>Yes</td> </tr> </table> | No | Yes | No | Yes | No | Yes | No | Yes |
| No | Yes | | | | | | | | |
| No | Yes | | | | | | | | |
| No | Yes | | | | | | | | |
| No | Yes | | | | | | | | |

If you have answered yes to any of the above, provide full details

Part D: BUSINESS HISTORY [ALL APPLICANTS MUST COMPLETE Part D]

Indicate the type of Service/Work you wish to be qualified for:

Heavy Equipment Operation	Transmission construction	Transmission maintenance	Roofing
HVAC	Plumbing	Electrical	Tower Maintenance
Battery Maintenance	P&C	Communications	Computers & Electronics
Construction Materials	Construction (General)	Construction (Specialty)	Consultants
Electrical	Fire & Life Safety	Furniture & Fixtures	Janitorial & Cleaning
Landscaping & Snow	Carpentry (windows, doors, floors)	Paving	Security & Surveillance
Signage	Waste Management		

Service /Work Performed:	# of years performed this work:
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Part E: HEALTH & SAFETY**[ALL APPLICANTS APPLYING FOR SITE/FIELD WORK MUST COMPLETE Part E]**

	Answer		Attached
Do you have a written health and safety policy? <i>If yes, provide a copy</i>	No	Yes	
Do you have a written safety program? <i>If yes, provide a copy of table of contents</i>	No	Yes	
Do your crews conduct daily pre-work tailboard/toolbox meetings before the start of each shift/job? <i>If yes, provide a couple of examples of completed tailboard forms</i>	No	Yes	
Do you conduct written, pre-job hazard assessments, daily job plans? <i>If yes, provide 2 or 3 completed samples from previous projects</i>	No	Yes	
Do you conduct a pre-project hazard analysis to evaluate Health, Safety & Environmental hazards and appropriate controls? <i>If yes, provide a copy of a completed hazard analysis from a previous project</i>	No	Yes	
Do you provide standard training to your employees (i.e. WHMIS/First Aid/CPR)	No	Yes	
Do you provide industry/trade specific safety training to your employees? <i>If yes, provide a photocopy of certificates and a copy of training matrix outlining courses and training history for the last 3 years</i>	No	Yes	
Do you maintain records of employees technical training, special licenses/professional registrations and other training histories? <i>If yes, provide a list of these certificates related to your type of work</i>	No	Yes	
Do you conduct employee criminal, driver's license or other checks? <i>Specify:</i>	No	Yes	
Do you conduct formal accident and incident investigations? <i>If yes, does your investigation identify the root cause of the accident/incident?</i>	No	Yes	
Do you conduct new hire orientations? <i>If yes, do you include:</i>	No	Yes	
Health & Safety awareness topics?	No	Yes	
Environmental awareness topics?	No	Yes	
Do you have an Employee Orientation Manual? <i>If yes, provide an outline of the topics covered</i>	No	Yes	
Does your company conduct regular scheduled employee meetings that include both safety & environmental topics? <i>If yes</i>	No	Yes	
(a) <i>Who would attend these meetings?</i>			
(b) <i>Please provide a copy of Minutes from a couple of these meetings or a list of topics discussed</i>			
Do you have a Workplace Violence & Harassment Policy that conforms to current Occupational Health & Safety Act/Regulations of Ontario? <i>If yes, provide a copy</i>	No	Yes	
Have your employees had AODA (Accessibility for Ontarians With Disabilities Act) training?	No	Yes	
Do you belong to any associations? <i>If yes, specify</i>	No	Yes	
Do you have a Joint Health & Safety Committee?	No	Yes	

Part F: ENVIRONMENT**[ALL APPLICANTS APPLYING FOR SITE/FIELD WORK MUST COMPLETE Part F]**

	Answer		Attached
Do you have a written environmental policy? <i>If yes, provide a copy</i>	No	Yes	
Are you ISO certified?	No	Yes	
Do you have an environmental management system?	No	Yes	
Do you have written environmental management procedures? <i>If yes, please provide a copy of the Table of Contents</i>	No	Yes	
Does your hazard assessment/job planning/tailboard meeting process include an environmental component? <i>If yes, provide a sample indicating this</i>	No	Yes	
Do your employees receive environmental training (i.e. Transportation of Dangerous Goods, Spills & Emergency Response, Waste Management)? <i>If yes, provide a copy of your environmental training matrix for your employees</i>	No	Yes	
Do you have a Certificate of Approval? <i>If yes, specify:</i>	No	Yes	
Do you have any other environmental certifications specific to the Services/Work you perform? <i>If yes, specify and submit certificates (i.e. pest control, refrigeration, etc.):</i>	No	Yes	

Part G: ACKNOWLEDGEMENT**[ALL APPLICANTS MUST COMPLETE Part G]**

On behalf of the business named above, I acknowledge receipt of the following documents and forms, and will ensure that they are communicated to and reviewed with such of our personnel and subcontractors as will be assigned to perform work/services for Hydro One Sault Ste. Marie, from time to time .

Health and Safety Policy**Critical Task Plan****Environmental Policy****Daily Job Plan****Public Safety Policy****Project Safety Plan****Workplace Violence and Harassment Policy****Contractor's Health and Safety Obligations****Contractor's Environmental Obligations**

Instructions:

Include any other details relevant to your Application on a separate page or in a cover letter.

Additional documentation may be requested by Hydro One Sault Ste. Marie to support statements made on this Application.

Complete and sign the Declaration below when submitting your Application.

Part H: DECLARATION
[ALL APPLICANTS MUST COMPLETE Part H]

I declare that the information provided in this Application and the supporting documents is correct and complete

Business/Corporate
Name: _____

Authorized Signature: _____

Name & Position: _____

Date: _____

Note: Omitting information or reporting false information could result in the disqualification or removal from Hydro One Sault Ste. Marie's list of qualified Service Providers/Contractors. Hydro One Sault Ste. Marie reserves the right to verify information contained in the Application.

Additional documentation may be requested by Hydro One Sault Ste. Marie to support statements made herein.