

**Health, Safety & Environmental Pre-Qualification Program
Annual Update Form**



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

Submit the completed form 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	<i>(If different from Head Office Address)</i>	
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 & HISTORY

Has there been a change in your business ownership?	No	Yes
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If yes, provide details

Have you joined any organizations or associations,; implemented any internal programs/committees; or initiated any new employee training since your original Hydro One Sault Ste. Marie pre-qualification approval date?	No	Yes
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If yes, specify:

Part C: SAFE WORK PERFORMANCE INDICATORS

Indicate and provide:

Attached

- | | | |
|--|----|-----|
| • Current WSIB Clearance Certificate | No | Yes |
| • Workplace Injury Summary Report (<i>see sample provided</i>) | No | Yes |
| • OHS Form 300, 300A or equivalent (<i>USA only</i>) | No | Yes |
| • Current liability insurance certificates (<i>general, commercial and automobile</i>) | No | Yes |
| • Professional liability insurance (<i>if applicable</i>) | No | Yes |

Since your last reported information to Hydro One Sault Ste. Marie, indicate if you have

- | | | |
|--|----|-----|
| • Received written orders to comply from the Ministry of Labour | No | Yes |
| • Been convicted under the Occupational Health & Safety Act | No | Yes |
| • Been found guilty of an offence under the Workplace Safety & Insurance Act, 1997 | No | Yes |
| • Had any environmental charges, fines or incidents | No | Yes |

If you have answered "Yes" to any of the above, provide details

Part D: HEALTH, SAFETY & ENVIRONMENTAL TRAINING

Provide a list of training (copy of Training Matrix) for Health & Safety, Environmental, and Technical/Trades that your employees have taken in the past year.	Attached	
	No	Yes
Provide copies of environmental certifications specific to the Services/Work you perform (i.e. pest control, refrigeration, etc.)	No	Yes

Part E: ACKNOWLEDGEMENT

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.

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|---|----------------------------|
| 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 | |

Part F: DECLARATION

I declare that all information provided for the annual prequalification update is correct and complete

Authorized Signature: _____

Date: _____

Note: Hydro One Sault Ste. Marie reserves the right to verify the information provided. Additional documentation may be requested by Hydro One Sault Ste. Marie to support statements made herein. Omitting information or reporting false information could result in the disqualification or removal from Hydro One Sault Ste. Marie’s list of prequalified Service Providers/Contractors

Contractor HS&E Orientation: It is your responsibility to ensure your employees are up to date (valid for 3 years). Please contact us if you require a report to verify employee orientation records or to schedule an orientation