|  |
| --- |
| Completed by the Subcontractor |
| Date Completed: Click or tap here to enter text. |  |
| Subcontractor Name: Click or tap here to enter text. | **Completed By**: Click or tap here to enter text.  |

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| --- |
| Completed by the Contractor |
| Date Evaluated: Click or tap here to enter text. |  |
| Contractor Name: Click or tap here to enter text. | **Evaluated By:** Click or tap here to enter text.  |

Prior to mobilization, the subcontractor must complete the following questionnaire. The completion of this form is mandatory and responses must be evaluated by the Contractor. EPCOR requires evaluations to be submitted 10 days prior to mobilization or otherwise authorized by EPCOR. EPCOR reserves the right to request additional information, including supporting documentation, based on the answers provided. **This evaluation is only required when EPCOR is Prime Contractor.**

If the subcontractor is registered in ISN as an EPCOR supplier, please provide:

|  |  |  |  |
| --- | --- | --- | --- |
| ISN Status: |  |  Registration Number: |  |

***NOTE:*** *The subcontractor questionnaire is not required when a subcontractor is registered in ISN as an EPCOR supplier and is in compliance.*

|  |  |  |  |  |
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|  | **EPCOR Health, Safety & Environment Subcontractor Evaluation** |  |  | **Comments** |
|  | Has your company achieved a Health and Safety Certificate of Recognition (COR) or equivalent through a certifying partner? | [ ]  Yes | [ ]  No |  |
|  | Has your total recordable injury frequency remained less than (<) 3.5 in each of the last three years?

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| TOTAL RECORDABLE INJURIES (Include: Modified and Restricted Duties) X 200,000 |
| TOTAL EMPLOYEE HOURS WORKED |

  | [ ]  Yes | [ ]  No |  |
|  | Has your company operated without a recorded fatality for the last three years?  | [ ]  Yes | [ ]  No |  |
|  | Do you have current WCB/WSIB coverage in all the provinces you operate in? If awarded the work, you will be required to provide WCB/WSIB clearance letter if you have operations in BC, Alberta, Saskatchewan, and Ontario. | [ ]  Yes | [ ]  No |  |
|  | Does your company currently operate without a surcharge on your Provincial WCB/WSIB account in BC, Alberta, Saskatchewan and Ontario?Please include a copy of your WCB/WSIB Premium rate statements for operations in BC, Alberta, Saskatchewan, and Ontario. | [ ]  Yes | [ ]  No |  |
|  | Has your company operated without any OH&S stop work orders and/or fines within the last three years? If no, please provide detailed information on process improvement strategies and/or action plans as a direct result of orders or fines. | [ ]  Yes | [ ]  No |  |
|  | Has your company operated without receipt of warning letters, legal proceedings, prosecutions, or fines in the last three years for environmental incidents? | [ ]  Yes | [ ]  No |  |
|  | Does your company have a documented spill response procedure?  | [ ]  Yes | [ ]  No |  |
|  | In the event of an incident, will you be able to report to the general contractor within 30 minutes, provide the preliminary investigation report within 24 hours and final report within 7 days? | ☐ Yes | ☐ No |  |
|  | Does your company have an H&S Resource Professional\* to support with all functions of your HSE Management Program?*\*Professional is defined as: external HSE consultant, employee with an OHS education (certificate, diploma, degree) or certification/designation.* | ☐ Yes | ☐ No |  |
|  | Is your company in compliance with EPCOR’s Alcohol and Drug Requirements for Contractors and Contract Workers?EPCOR’s Alcohol and Drug Requirements are located at: <http://corp.epcor.com/retailers-contractors-suppliers/contractors-suppliers/Pages/contractors-suppliers.aspx> | ☐ Yes | ☐ No |  |
|  | Does your company have a hazard assessment completed related to this scope of work? | ☐ Yes | ☐ o |  |
|  | Does your company have a training matrix indicating the minimum training required for each position and the cyclical frequency of that training for all positions related to this scope of work? | ☐ Yes | ☐ No |  |
|  | Does your company’s training program include documented competency assessments for hands-on work?  | ☐ Yes | ☐ No |  |
|  | If records are required to support your answer, can they be provided at request?  | ☐ Yes | ☐ No |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Evalution Results** – *completed by the requesting contractor* Is a Mitigation Plan Required? | ☐ Yes | ☐ No | If yes, attached supporting documentation |

CONTRACTOR - How to EVALUATE THE SUBCONTRACTOR ASSESSMENT

The contractor is required to evaluate the responses for each subcontractor if the following conditions apply:

* When EPCOR is Prime Contractor; and
* When activities performed by the subcontractor at an EPCOR work site are considered high consequence.

High Consequence activities include:

* Use of mobile equipment (non licensed vehicles)
* Work involving any of the following conditions/activities:
	+ Occupational exposure hazards (eg. silica/asbestos/lead/contaminated soil)
	+ Confined space Entry
	+ Working at Heights where a fall protection plan is required
	+ Demolition
	+ Hazardous Energy Isolation
	+ Electrical work
	+ Hot work
	+ Work on or over open water
	+ Rigging or hoisting
	+ Ground disturbance
	+ Working in an excavation
	+ Working on or directly adjacent to a public roadway
	+ Working in a substation or switch yard
	+ Scuba diving
	+ Rescue services
	+ Supervising and/or directing high consequence work
	+ After consulting with EPCOR Business Unit Contractor Management HSE, work is deemed high consequence.

**Evaluating Results:**

If any questions are answered “no” the Contractor will be required to submit supporting documentation to the EPCOR Representative outlining how they will mitigate any associated risk. EPCOR requires all evaluations and mitigation plans to be submitted *10 days prior to mobilization* or otherwise authorized by EPCOR. Mitigation plans require written approval by EPCOR prior to the subcontractor starting work.

**Definitions**

**Prime Contractor**

Contractor, employer or other person who enters into an agreement with the Owner of the Work Site to be the Prime Contractor; or if no agreement is established, the Owner of the Work Site is the Prime Contractor.

**Contractor**

A company, person, partnership, trust or group of persons who through a Contract with EPCOR, an agreement or ownership, directs the activities of workers at a Work Site.

**Subcontractor**

A Contractor who does not have a direct Contract with EPCOR but is under the direction and responsibility of a Contractor who does have a direct Contract with EPCOR.

**Mitigation plan**

Assess the risk of hiring the subcontractor based on the scope of work they are providing and develop and document a set of control measures to reduce the risk to a level of comfortability. Mitigation plan must be signed by both the subcontractor and contractor representative and must be reviewed at field level/kick-off.

**EPCOR work site**

A site or location owned, leased, operated or otherwise controlled by EPCOR where all or any of the Work is to be performed, which the site may have on it, other projects or existing facilities, activities, or operations.

**EPCOR OWNER REPRESENTATIVE – HOW TO MANAGE ASSESSMENTS**

The subcontractor assessment is being trialed in 2020 on a select number of projects where EPCOR is Prime Contractor.

The contractor is required to evaluate the responses for each subcontractor if the following conditions apply:

* When EPCOR is Prime Contractor; and
* When activities performed by the subcontractor at an EPCOR work site are considered high consequence.

High Consequence activities include:

* Use of mobile equipment (non licensed vehicles)
* Work involving any of the following conditions/activities:
* Occupational exposure hazards (eg. silica/asbestos/lead/contaminated soil)
* Confined space Entry
* Working at Heights where a fall protection plan is required
* Demolition
* Hazardous Energy Isolation
* Electrical work
* Hot work
* Work on or over open water
* Rigging or hoisting
* Ground disturbance
* Working in an excavation
* Working on or directly adjacent to a public roadway
* Working in a substation or switch yard
* Scuba diving
* Rescue services
* Supervising and/or directing high consequence work
* After consulting with EPCOR Business Unit Contractor Management HSE, work is deemed high consequence.

**Reviewing Results:**

If any questions are answered “no” the Contractor will be required to submit supporting documentation to the EPCOR Owner Representative outlining how they will mitigate any associated risk. EPCOR requires all evaluations and mitigation plans to be submitted *10 days prior to mobilization* or otherwise authorized by EPCOR. Mitigation plans require written approval by EPCOR prior to the subcontractor starting work. Mitigation plan will be reviewed by the Owner Representative with input by HSE as needed.

Subcontractor assessments will be stored in the Project Folder. If the subcontractor is required to complete an assessment on multiple EPCOR projects, an assessment and potential migration plan will need to be completed and submitted for each project.