

# Appendix – 1 Trade Contractor Procurement Checklist

<b>Project:</b>	<b>Trade Contractor:</b>	
<b>Completed By:</b>	<b>Address:</b>	
<b>Title:</b>	<b>Telephone:</b>	<b>Fax:</b>

### Selection of Trade Contractors:

Initially, all Trade Contractors and Suppliers bidding on tenders will receive an Instruction to Bidders document identifying how and when Safety Documentation will be requested. Subsequently, the following information must be obtained from and reviewed for the "short list" of prospective Trade Contractors and Suppliers;

	requested	recv'd.
<b>Workplace Safety and Insurance Board (WSIB) CAD - 7 Experience Rating Fact Sheet or WSIB NEER Statement</b>		
<b>WSIB "Certificate of Clearance"</b>		
<b>Company Safety Policy Statement</b>		
<b>Outline of Health/Safety Program &amp; Health and Safety Training Programs</b>		

The prospective Trade Contractors must be provided with a copy of;

	provided	date
<b>Bachly Construction -- Safety Policy</b>		
<b>Trade Contractors Safety Package</b>		
<b>Notification of the presence of Designated Substances</b>		

### The Contract

The **Project Manager** will ensure quality and safety requirements contained in the contract are suitable and complete for the specific project requirements.

The following information must be obtained from the selected Trade Contractor at the time of contract;

	N.A.	recv'd	date
<b>Health and Safety program including Procedures for Hazardous Work</b>			
<b>Material Safety Data Sheets &amp; WHMIS training compliance</b>			
<b>Name of "Competent Person" Supervisor to oversee safety on the project</b>			
<b>WSIB "Certificate of Clearance"</b>			
<b>WSIB – Registration of Constructors and Employers Engaged in Construction</b>			
<b>Signed Trade Contractors Safety Package – Acknowledgement Sheet</b>			