



Pre-Qualify the Health & Safety Competence of your Contractors

Are your contractors:

- Up-to-date on certification?
- Carrying the correct insurance?
- Meeting training requirements?
- Fully licensed?

Find out with *ContractorCheck*

THE ACCREDITATION PROGRAM FOR CONTRACTORS

ContractorCheck is a third party accreditation program that assesses the Health & Safety management systems of contractors.

Once accredited, contractors are entered onto a web-based register that clients are able to access at www.contractorcheck.ca. From this, clients can select contractors who have demonstrated an acceptable minimum level of Health & Safety competency.

ContractorCheck collects information on contractors' capabilities, environmental policies, numbers and types of employees, national coverage, and project capabilities. This is solely for the benefit of clients to assist their selection of contractors for new contracts/ jobs and does not form part of the accreditation process.

THE APPLICATION

The contractor joins the program by completing a registration form and paying the applicable fee. Upon receipt of the registration form, an on-line application is sent to the contractor. The application is completed and returned by the contractor, with the necessary supporting documentation, for assessment by an auditor.

The status of contractors is reviewed annually and accreditation will be granted upon satisfactory reassessment and after payment has been received.

THE AUDIT

The application is assessed by an experienced Health & Safety professional, comparing the application against *ContractorCheck* Standards. If the application is initially unsuccessful, a report is prepared for the contractor, identifying recommendations to achieve accreditation.

Recommendations are categorized as:

- 'mandatory' – items that must be completed for accreditation; and
- 'advisory' – items that do require action, but are not essential for accreditation

The assessment process remains active until the application is successful and accreditation is achieved.

Consistency of the audit is governed by three very detailed procedures. These are built around the three audit types: Initial Audit for new members; Renewal Audit for existing members after twelve months; and Additional Information Audits which cover follow-up audits after either Initial or Renewal Audits take place.

Our audit procedures are reviewed regularly and updated accordingly. The extent of the detail used in the procedures ensures accuracy and consistency and also allows internal quality monitoring to be measurable and consistent.

The initial assessment is normally completed within one-to-two weeks. The procedure is extended if additional information is required from the contractor. It may be necessary to carry out a physical site audit before deciding whether to approve the contractor's application.

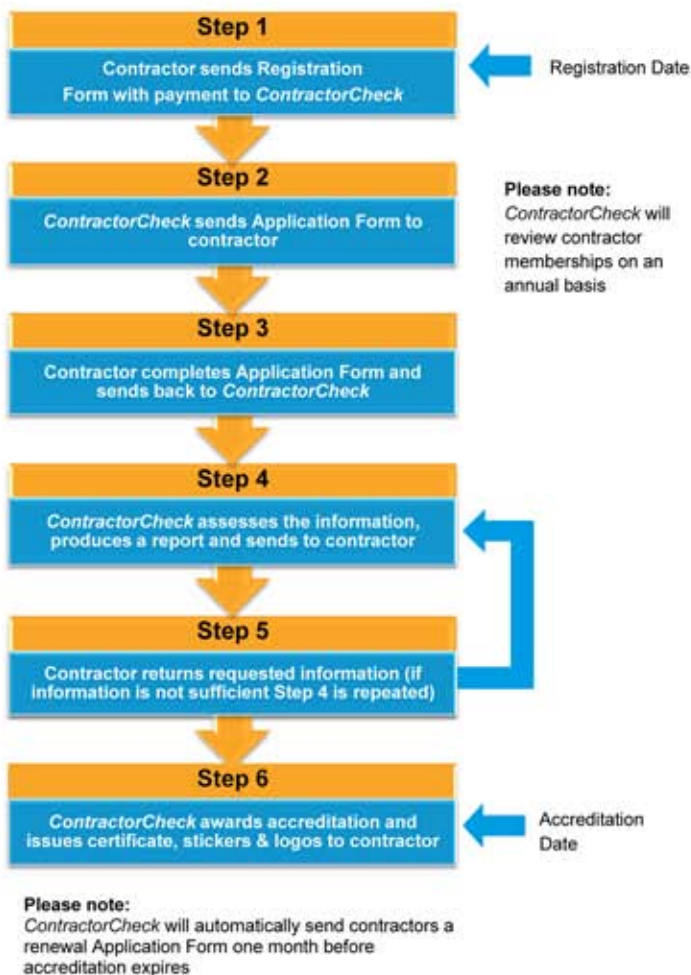


The assessment is intended to support and encourage the contractor throughout the process.

QUALITY CONTROL

Given the critical consequences of an incorrect or inappropriate accreditation, quality control of the audit process is particularly rigid and follows strict internal procedures.

“Let us take the burden of managing your contractors’ Health & Safety qualifications”



ContractorCheck STANDARDS

These Standards establish the Health & Safety criteria against which the applications are assessed.

The score to achieve accreditation is necessarily high to reflect the standards expected by ContractorCheck clients. Contractors are grouped as high, medium or low risk, depending on the nature of their activities. Standards are also set for insurance levels. Some clients set additional specific insurance requirements in order for contractors to be included on their approved list.

Members of the ContractorCheck team will review the criteria and changes may be made and procedures updated accordingly.

Due to the vast variation in contractor applicants in terms of work activities, size and nature, our Standards are deliberately non-prescriptive. This allows the auditor to use best judgment and experience as to the specific level of evidence required to demonstrate compliance.

The Standards cover core elements such as policies, risk assessment, first aid, etc., as well as specific requirements relating to the activity for which accreditation is sought.

CONTRACTOR IMPROVEMENT

As a rule, it is likely that only a small number of contractors will have undergone similar pre-qualification assessments in the past. For some of the smaller contractors, this may be the first time that they have had to provide documented procedures and evidence of their operations. The intention of ContractorCheck therefore is that individual auditors will take ownership of a contractor through the accreditation, lend support and build a progressive relationship as they guide the contractor through the process.

ACCREDITATION CERTIFICATE

The ultimate goal of the contractor is to achieve accreditation. Accreditation is achieved when the auditor is satisfied that the Standards have been met. A certificate is then awarded and is valid for twelve months. The certificate is limited to only those work activities for which they have been accredited, such as concrete restoration, waterproofing, renovation, asbestos, etc., and no others. The accredited contractor is also entitled to use the approved ContractorCheck logo.



ANNUAL REVIEW

An annual review form is sent to the accredited contractor thirty days before the certificate expires, for completion and return. Upon satisfactory re-assessment the accreditation is extended for an additional one year and a new certificate will be issued to the contractor.

WWW.CONTRACTORCHECK.CA

In addition to advertising the benefits of the program, our website allows clients access to view and manage their contractor lists. This access is password protected to allow security of information to approved users only. The website's main features include the ability for clients to view and search their own lists, as well as the ability to search for and add other accredited contractors to their lists.

Call today at
416-640-2444
to sign up!



ContractorCheck

ContractorCheck is operated by RiskCheck
– one of Canada's leading Environmental,
Health & Safety risk management companies.

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