

**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](mailto:prequalification@hydroonessm.com)*

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

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

**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):*

Corporation

**Answer**

If a Corporation, do you carry on business under a trade name/style?

No Yes

*If yes, specify name:*

Do you have any Union affiliations?

No Yes

**BUSINESS HISTORY**

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 C: SAFE WORK PERFORMANCE [ALL APPLICANTS MUST COMPLETE Part C]**

Total number of employees (including part-time and management)

Number:

	<b>Answer</b>		<b>Attached</b>
Are you registered with the Workplace Safety & Insurance Board (WSIB)?	No	Yes	
<i>If yes, provide:</i>			
<ul style="list-style-type: none"> <li>• WSIB Account #: _____ WSIB Firm#: _____</li> <li>• Current WSIB Clearance Certificate</li> <li>• Workplace Injury Summary Report</li> <li>• OHS Form 300, 300A or equivalent (<i>USA only</i>)</li> </ul>			
Does the company maintain files on accidents?	No	Yes	
Does the company file a WSIB Form 7 (or its equivalent) 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?	No	Yes	
<i>If yes, provide report</i>			
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	<b>Attached</b>
<ul style="list-style-type: none"> <li>• General Liability</li> <li>• Commercial</li> <li>• Automobile</li> <li>• Professional</li> </ul>	

In the past 3 years, indicate if you have:	<b>Answer</b>	
• Received written order 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

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

**Part D: HEALTH & SAFETY**

**[ALL APPLICANTS APPLYING FOR SITE/FIELD WORK MUST COMPLETE Part D]**

		<b>Answer</b>		<b>Attached</b>
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?		No	Yes	
Do you conduct written, pre-job hazard assessments, daily job plans?		No	Yes	
Do you conduct a pre-project hazard analysis to evaluate Health, Safety & Environmental hazards and appropriate controls?		No	Yes	
Do you provide standard training to your employees (i.e. WHMIS/First Aid/CPR, Fall Arrest, etc)? <i>Specify:</i>		No	Yes	
Do you provide industry/trade specific safety training to your employees?		No	Yes	
Do you maintain records of employees technical training, special licenses/professional registrations and other training histories?		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?		No	Yes	
Does your company conduct regular scheduled employee meetings that include both safety & environmental topics?		No	Yes	
Do you have a Workplace Violence & Harassment Policy that conforms to current Occupational Health & Safety Act/Regulations of Ontario?		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	
Does your company have an employee safety training program? <i>If yes, does your training program include the following topics/hazards and do you have a corresponding written procedure for the following</i>		No	Yes	
Accident Investigation	Evacuation Trenching Digging	Lock out/Tag Out	Signs/Barricades	
Confined Space	Fall Arrest Rescue	OHSA	WHMIS - generic	
Cutting & Welding	Fall Arrest / Restraint	PPE	Workplace Inspections	
Designated Substances	Fire Protection	Propane Handling		
Electrical Awareness	First Aid / CPR	Regulations for Construction Projects		
Elevated Work Platforms	Housekeeping	Regulations for Industrial Establishments		
Emergency Procedures	Ladders	Scaffolding		

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

	Answer	Attached
Do you have a written environmental policy?	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?	No    Yes	
Do your employees receive environmental training (i.e. Transportation of Dangerous Goods, Spills & Emergency Response, Waste Management)?	No    Yes	
Do you have a Certificate of Approval? <i>If yes, specify:</i>	No    Yes	
Do you have any 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	
Had any environmental charges, fines or incidents <i>If yes, specify:</i>	No    Yes	

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

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****Environmental Policy****Public Safety Policy****Workplace Violence and Harassment Policy****Critical Task Plan****Daily Job Plan****Project Safety Plan****High Vis ARC / FR Clothing**

**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 G: DECLARATION**

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

**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.**