

1. Business Description

Company Name, Street and mailing addresses, telephone, cell phone and facsimile numbers and email address.	Same information for parent company, if applicable.
Name and job title of person who authorizes the release of information contained in the PQF.	Contact information for that person: Street and mailing addresses, telephone, cell phone and facsimile numbers and email address.
Description of the services provided by the contractor and length of time the company has been in business under present name.	Description of types of work that would normally be subcontracted to other contractors, including labour brokers.
Annual dollar value of all work performed in each of the last 3 years and Value of largest job performed in the last 3 years.	Desired job value range: provide maximum and minimum values.
Details of 3 largest jobs in progress: Customer name/ location; type of work; dollar value; customer contact name, telephone, cell phone and facsimile numbers.	Details of the 3 largest jobs completed in the last 3 years including customer name and location, type of work, dollar value, customer contact information.

2. EH&S Performance

Obtain field performance for last three years including the number of fatalities, lost time injuries, medical aid injuries, modified work injuries and first aid injuries	Obtain field performance for all work performed by sub-contractors.
Obtain the total employee field labour hours	Obtain total field labour hours performed by sub-contractors.
Employee field hours recordable injury rate calculation: $\frac{\# \text{ fatalities} + \# \text{ lost time injuries} + \# \text{ modified work injuries} + \# \text{ medical aid injuries} * 200,000}{\text{Total field labour hours including sub contractors}}$	Sub-contractor field hours recordable injury rate calculation: $\frac{\# \text{ fatalities} + \# \text{ lost time injuries} + \# \text{ modified work injuries} + \# \text{ medical aid injuries} * 200,000}{\text{Total field labour hours including sub contractors}}$
Obtain details of any EH&S related judgments, suits, stop work orders active or pending against the company.	Obtain details of any EH&S related judgments, suits, stop work orders active or pending against sub-contractors used by the company.
Obtain Workers Compensation Board (WCB) Data for last 3 years including current year. WCB premium discount (-%) or surcharge (+%)	Verify WCB Employer Experience Ratio (-%) < industry group average) or (+%) > industry group average.
Confirm whether or not the company is registered in the WCB Partners in Injury Reduction program and if the company has a modified work program.	Confirm whether or not the company has participated in a WCB Disability Management Seminar

3. EH&S Management

Obtain Senior EH&S representative contact information (name, title and telephone, cell phone and facsimile numbers and email address) and a summary of experience, qualifications, time in job.	Determine whether a full time or a part time EH&S representative is assigned to each field job?
Obtain confirmation that the company assigns one or more EH&S focal points for work on in the field.	Obtain confirmation that the company management holds their supervision accountable for the safety performance of their employees.
Does company have a written EH&S Management Program? Does the program address Partnerships in Injury Reduction COR elements, including Management and Leadership, Hazard ID and Risk Control, Rules and Work Procedures, Training, Communication and Incident Investigations	Obtain their most recent external audit score and their two most recent internal audit scores. Does the Company have a leading indicator program? Do they align with the COAA best practice, and are they used to promote safety?
Find out whether or not the company has: <ul style="list-style-type: none"> • A set of written EH&S goals and objectives • A measurement system in place to track their performance toward meeting the written EH&S goals and objectives 	Obtain confirmation that the company management requires their supervision to report all occupational injuries and illnesses, as well as incidents, hazardous acts/conditions and significant near misses to the client as soon as possible after their occurrence.
Determine if the company uses EHS performance criteria in the selection of all sub-contractors, to the same standard as the owner.	Verify that subcontractors are included in EHS orientations, meetings, inspections, audits and other EHS related performance measurements.

4. Safe Work Practices and Procedures

Obtain an inventory of "standard" safe work practices and request the company to provide a current list of specialized Safe Work Practices.	Confirm the company has basic EHS related procedures including housekeeping, unsafe conditions reporting and materials/equipment standards.
Verify that the company conducts EHS workplace inspections and EHS audits to ensure compliance with management systems and program requirements. Confirm deficiencies are documented and tracked to completion.	Confirm whether or not required PPE is provided for employees and a PPE Policy/program is in place to ensure PPE is inspected and maintained.
Confirm the company has a system for establishing the applicable health, safety, and environmental specifications for the acquisition of materials and equipment	Verify the company: <ul style="list-style-type: none"> • conducts inspections on operating equipment (cranes, forklifts, aerial work platforms) • maintains operating equipment in compliance with the regulatory requirements • maintains the applicable equipment inspection and maintenance certification records
Determine if the company has an effective WHMIS program, including worker training, current MSDS and the use of both supplier labels and workplace labels.	Verify the company ensures the effectiveness of its WHMIS program, by determining if workers know the hazards associated with their work, the required controls, and where to obtain required EHS information.

5. Health Monitoring & First Aid

Confirm whether or not the company has the following: <ul style="list-style-type: none"> • A hearing conservation program • A respiratory protective equipment (RPE) program • A respiratory protective equipment (RPE) Code of Practice 	Confirm the company satisfies required medical surveillance to meet applicable legislated requirements (Alberta OH&S Code Part 4 and Part 16). Are medical examinations conducted for pre-employment, pulmonary function, and replacement job capability?
Confirm the use of an alcohol and drug program that aligns with the COAA Canadian Model for Providing a Safe Workplace: Alcohol and Drug Guidelines and Work Rule.	Determine if pre-access or random testing or testing for cause, or post incident is included.
Determine if the contractor is capable of providing First Aid and other medical services for employees while on site. How will this be accomplished?	Determine if personnel trained to perform first aid and CPR will be provided while working on site?

6. Health and Safety Program Essentials

Confirm EHS meetings are held for Employees, Field Supervisors, Sub-contractors and new hires.	Indicate the frequency of any meetings held and confirm whether or not the EHS meetings documented.
Confirm whether or not the company has a EHS recognition program, as well as a progressive discipline policy. Obtain details of when immediate employee termination may occur under the policy.	Verify the company's health and safety program ensures legal responsibilities are met. <ul style="list-style-type: none"> • Employees report unsafe acts and conditions • Employees intervene and correct unsafe acts and conditions • Reported unsafe acts and conditions are investigated and corrected.
Determine if the company has a program for hazard assessment, elimination and control. See information on the COAA web page. http://safety.coaa.ab.ca/safetylibrary.htm	Confirm employee training includes a section on Field Level Hazard Assessment (FLHA) or equivalent, which meets or exceeds the COAA Best Practice.
Determine if the company has a Management of Change process.	Verify the MOC process meets or exceeds the requirements shown in attachment XX.
Obtain confirmation that the company has an incident investigation policy that requires workers to report incident and an investigation process that guides an investigator to the root cause.	Verify that incident investigations are not fault-finding exercises, and that corrective actions address both immediate and root incident causes. Corrective actions must be tracked to closure.

7. Orientations and Training

Verify the company has an EHS orientation program for new hires and returning workers. Significant gaps or breaks in employment must have appropriate refresher orientation, depending upon nature of work.	Obtain a list of the topics covered by the orientations to determine suitability and relevance to services provided.
Determine how the contractor supplies competent workers to the job site, including: <ul style="list-style-type: none"> • Adequately Trained (appropriate job skills) • Sufficiently Experienced (relevant work experience) • Suitably Qualified (certified trade skills) 	Determine if the company supplies employees trained in the appropriate job skills. Does the company provide employees with certified job skills, when required by regulatory or industry standards? Obtain a list of trades/occupations that have been certified.
Determine if the company has a specific Health and Safety training program for supervisors. Confirm the training is equivalent to the Alberta Construction Safety Association's Leadership for Safety Excellence course.	Obtain training records for a superintendent, general foreman, safety advisor and a tradesperson foreman as appropriate for each trade employed directly by the company.
Confirm the company knows the regulatory health and safety training requirements for their employees, and that their employees receive required refresher training. Determine how the company verifies successful completion of training. <ul style="list-style-type: none"> • Written Test • Oral Test • Worker Monitoring • Performance Test 	Confirm the company retains health and safety, and trades training records for their employees, and ensure the document/system includes: <ul style="list-style-type: none"> • Employee Identification • Date of Training • Name of Trainer • Method Used to Verify Understanding
Determine if the company has a functional Behaviour Based Safety program in place. Confirm it meets or exceed the requirements of the Construction Owners Association of Alberta Behaviour Based Safety Best Practice: http://safety.coaa.ab.ca/safetylibrary.htm/ Behavior Based Safety)	Verify the BBS program is monitored to ensure effectiveness, utilizing the following criteria: <ul style="list-style-type: none"> • Number of observations for each behaviour completed in the month • % safe on each behaviour observed • Overall % safe for all behaviours observed • Number of individuals who completed observations • Details of any changes being implemented to increase the % safe behaviours