

**Appendix E**  
**HSE Program Pre-Qualification Evaluation**  
*[For internal TIR use only]*

Company Name			
Address			
Contact Person			
Phone:	Email:	Fax:	

**Quality Evaluation Guide (1- 3 points)**

<b>1 point</b>	The statement provided is marginal or borderline in describing how the contractor has fulfilled the requirements of the section. Does not fully describe the training that occurred to provide knowledge to the employee or supervisor, and explicitly identifies knowledge of the regulations for the tasks that are to be performed on the project.
<b>2 points</b>	With minor exceptions, the statement provided describes how the contractor has fulfilled the requirements of the section. Describes the training that occurred to provide knowledge to the employee or supervisor, but does not explicitly identify knowledge of the regulations for the tasks that are to be performed on the project.
<b>3 points</b>	The statement provided meets all criteria describing how the contractor has fulfilled the requirements of the section. Fully describes the training which occurred to provide the knowledge to the employee or supervisor, and has been provided the knowledge of the regulations for the tasks they will be required to perform.

**Occupational Health and Safety Program Information**

No.1	ITEM	Provided 2	Not Provided	Quality 1 - 3	Rating
1.1	Signed Health and Safety Policy Statement				
1.2	Health and Safety Program				
1.3	WCB Safety Certified or Certificate of Recognition				
1.4	Copy of last safety audit (Executive summary only)				
<b>Total Rating Achieved</b>					
<b>Maximum Achievable Rating</b>					<b>20</b>

**Internal Responsibility System (IRS)**

No. 2	ITEM	Provided 2	Not Provided	Quality 1 - 3	Rating
2.1	Employee rights				
2.2	Employee responsibility				
2.3	Hazard reporting procedure				
2.4	Refusal of unsafe work procedure				
2.5	Employee IRS training				

Total Rating Achieved				
Maximum Achievable Rating				25

### Safety Rules and Corrective Action Policy

No. 3	ITEM	Provided 2	Not Provided	Quality 1 - 3	Rating
3.1	Corrective Action Policy				
3.2	Safety Rules (Procedures, Policies & Practices)				
Total Rating Achieved					
Maximum Achievable Rating					10

### Drug and Alcohol / Smoking Policy

No. 4	ITEM	Provided 2	Not Provided	Quality 1 - 3	Rating
4.1	Drug and Alcohol Policy				
4.2	Tobacco / Smoking Policy				
4.3	Employee training				
Total Rating Achieved					
Maximum Achievable Rating					15

### Hazard Assessment and Control

No. 5	ITEM	Provided 2	Not Provided	Quality 1 - 3	Rating
5.1	Hazard Assessment program and policy statement				
5.2	Hazard Assessment forms				
5.3	Violence in the Workplace Hazard Assessment				
5.4	Environmental Impact Hazard Assessment policy or statement, including evaluation forms				
5.5	Employee training on hazard assessment procedures				
Total Rating Achieved					
Maximum Achievable Rating					25

### Inspections

No. 6	ITEM	Provided 2	Not Provided	Quality 1 - 3	Rating
6.1	Policies, procedures and forms relating to health, safety and environmental inspections				
6.2	Site inspection frequency				
6.3	Frequency of company safety consultant inspections				
6.4	Pre-trip inspections of equipment and machinery				

6.5	Copy of job site inspection form				
6.6	Sub-contractor site inspection frequency identified				
<b>Total Rating Achieved</b>					
<b>Maximum Achievable Rating</b>					<b>30</b>

### Incident Investigation

<b>No. 7</b>	<b>ITEM</b>	<b>Provide d 2</b>	<b>Not Provide d</b>	<b>Quality 1 - 3</b>	<b>Ratin g</b>
7.1	Incident, accident and near-miss reporting and investigation policy, procedures and forms				
7.2	Expressed responsibility and accountability for investigation recommendations – timely response				
7.3	Committee involvement expressed				
7.4	Manager, supervisor, committee investigation training				
<b>Total Rating Achieved</b>					
<b>Maximum Achievable Rating</b>					<b>20</b>

### Personal Protective Equipment (PPE)

<b>No. 8</b>	<b>ITEM</b>	<b>Provide d 2</b>	<b>Not Provide d</b>	<b>Quality 1 - 3</b>	<b>Ratin g</b>
8.1	PPE policy				
8.2	PPE use and training on the use				
8.3	PPE maintenance policy and schedule				
<b>Total Rating Achieved</b>					
<b>Maximum Achievable Rating</b>					<b>15</b>

### Supervision

<b>No. 9</b>	<b>ITEM</b>	<b>Provided 2</b>	<b>Not Provided</b>	<b>Quality 1 - 3</b>	<b>Rating</b>
9.1	Safety qualifications of supervisors				
9.2	Expression on how the project will be supervised				
9.3	Expression on how sub-contractors will be monitored				
<b>Total Rating Achieved</b>					
<b>Maximum Achievable Rating</b>					<b>15</b>

### Training

No. 10	ITEM	Provided 2	Not Provided	Quality 1 - 3	Rating
10.1	Training policy for employees and sub-contractors				
10.2	Company requirements for HSE qualifications and training of supervisors, and managers				
10.3	Information on HSE training for non-management employees				
10.4	Training records kept for each employee (provide a sample of one project employee training profile)				
10.5	Designated competent positions are identified				
10.6	Health and safety orientation policy or statement				
10.7	Tool box safety talks policy or statement				
10.8	First Aid training policy or statement				
10.9	WHMIS policy or statement (Generic and Site Specific training)				
10.10	Lock-out and Tag-out policy or statement				
<b>Total Rating Achieved</b>					
<b>Maximum Achievable Rating</b>					<b>50</b>

### Safety Records

No.11	ITEM	Provided 2	Not Provided	Quality 1 - 3	Rating
11.1	Policy on OHS record keeping				
11.2	Where will the records be kept and for how long				
<b>Total Rating Achieved</b>					
<b>Maximum Achievable Rating</b>					<b>10</b>

### JOHSE Committee

No. 12	ITEM	Provided 2	Not Provided	Quality 1 - 3	Rating
12.1	Terms of reference				
12.2	Appropriate training provided to the committee				
12.3	Role of the JOHSE Committee and members				
12.4	How does company ensure committee effectiveness				

Total Rating Achieved				
Maximum Achievable Rating				20

### Sub-Contractors

No. 13	ITEM	Provided 2	Not Provided	Quality 1 - 3	Rating
13.1	Does your company have OHS Performance criteria for the selection of Sub-Contractors? If so please provide				
13.2	Do you evaluate the ability of sub-contractors to comply with applicable Health, Safety and Environmental regulations as part of your selection process?				
13.3	Do your Sub-contractors have written Safety policies and programs,				
13.4	Do your Sub-Contractors hold WCB Safety Certification or a Certificate of Recognition, Provide documentation				
Total Rating Achieved					
Maximum Achievable Rating					20

### Emergency Preparedness

No. 14	ITEM	Provided 2	Not Provided	Quality 1 - 3	Rating
14.1	First aid policy and procedures				
14.2	Emergency shower or eye wash appropriate				
14.3	Program testing and evaluation				
Total Rating Achieved					
Maximum Achievable Rating					15

### Environmental Accountability

No. 15	ITEM	Provided 2	Not Provided	Quality 1 - 3	Rating
15.1	Environmental policy				
15.2	Waste management policy and procedures				
15.3	Training provisions for sediment and erosion control				
15.4	Asbestos management policy and program				
Total Rating Achieved					

Maximum Achievable Rating (for applicable categories as determined by the TIR project manager)				
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### Company Policy and Procedures

No. 16	ITEM	Provided 2	Not Provided	Quality 1 - 3	Rating
16.1	Work at heights / fall prevention and protection				
16.2	Work over and near water, risk of drowning				
16.3	Lock-out / Tag-out and Permit Requirements				
16.4	Confined Space Entry and Permit Requirements				
16.5	Hot Work and Permit Requirements				
16.6	Blasting Safety				
16.7	Work near energized power lines (overhead & sub-terrain) and NSP clearance reports				
16.8	Use of heavy equipment (lifting equipment, vehicles)				
16.9	Excavation / Trenching (policy and training requirements_				
16.10	Liquid Anti-Strip (usage and precautions)				
16.11	Traffic management plan				
<b>Total Rating Achieved</b>					
Maximum Achievable Rating (for applicable categories as determined by the TIR project manager)					

### Occupational Health Policies and Procedures

No. 17	ITEM	Provided 2	Not Provided	Quality 1 - 3	Rating
17.1	Occupational Health policy (how to determine/control employee exposure to gasses, vapors, mists, fumes, smoke, dust, biohazard and chemical substances,				
17.2	Respiratory protection program includes how to determine the hazard, and the selection of appropriate protection				
17.3	Noise protection program and hearing surveillance includes how to				

	determine noise levels and the selection of appropriate protection				
17.4	Explanation on how employees that may be exposed to excessive vibration tone will be assessed				
17.5	Asbestos, mold and/or lead exposure control				
17.6	Heat and/or Cold Stress				
17.7	First aid supply requirements for vehicles, boats, Powered Mobile Equipment, or aircraft				
17.8	Drinking water, toilets, and hand washing facilities				
17.9	Eating areas and change (decontamination) rooms				
<b>Total rating achieved</b>					
<b>Maximum Achievable Rating (for applicable categories as determined by the TIR project manager)</b>					

### Health and Safety Performance

<b>No. 18</b>	<b>ITEM</b>	<b>Provided</b>	<b>Not Provided</b>	<b>Accepted</b>	<b>Returned to Contractor</b>
18.1	WCB experience rating for last 3 years				
18.2	Industry WCB experience rating for last 3 years				
18.3	Lost-time Injury Frequency for last 36 months (by 12 month period)				
18.4	Copy of all compliance orders or directives issued by the Departments of Labour and/or Environment for last 36 months				
18.5	Copy of charges issued by the Departments of Labour and/or Environment for last 36 months				
18.6	Copy of inspection reports issued by the Departments of Labour and/or Environment for last 36 months				
18.7	Number of employee injuries and fatalities each year for last 36 months				
18.8	Number of lost-time incidents each year for last 36 months				

18.9	Number of Administrative Penalties issued to each year for the last 36 months				
18.10	WCB Safety Certified or Certificate of Recognition issued by a WCB approved provider				
18.11	Copy of a clearance certificate from WCB indicating business account is in good standing				
18.12	Copy of modified work and early return to work program(s)				

**Summary** (Must attain 75% with no 0 Ratings for any 1 section)

<b>Total number of zero scores</b>	
<b>Maximum score</b>	
<b>Actual score</b>	
<b>Percentage Score</b>	
<b>Submission accepted (Yes or No)</b>	
<b>Submission denied and returned to contractor for re-submission (√)</b>	

**If the submission is denied, list Sections requiring attention**