

Prime Contractor Pre-Qualification Checklist

To be completed by the licensee to determine if a contractor is qualified to be made a prime contractor. Copy to be given to contractor if corrective actions are required.

Prime Contractor Name: _____ Date: _____

1	WorkSafeBC Clearance attached <input type="checkbox"/>	Date:
2	SAFE Certification <input type="checkbox"/> Number#	Expiry date:
3	Prime Contractor Requirements	Present?
	Communication system with other employers.	
	System to identify and control hazards.	
	System to review other employers' safety programs.	
	System to coordinate activities to ensure safety	
4	Safety Program Content	Present?
	Statement of Contractor's safety policy and individual responsibilities	
	Safety meeting requirements (including documenting them)	
	Incident Investigation process (including close calls)	
	Inspection and auditing procedures (including housekeeping)	
	Department of Transportation compliance procedures (i.e. copies of driver's licenses, truck log books)	
	Employee training process	
	Specific work rules and/or processes (i.e. SWP's, SOP's, etc.)	
	WHMIS training	
	Emergency Procedures <ul style="list-style-type: none"> • Fire Prevention and Suppression Emergency Response Plan • First aid procedures • Spill procedures • Natural disaster procedures • Emergency medical evacuation • First aid assessments (prior to starting in new areas). • Fatalities procedure 	
	Lockout/Tagout procedures	
	PPE requirements	
	Notification Procedures for Serious/Fatal injuries (i.e. Worker's, WSBC, RCMP)	
	Corrective Action Procedures (i.e. progressive discipline process)	
	Documented Risk Assessment Process	
	Subcontractor hiring criteria	
	Faller supervision (if hand falling is to take place)	

#	Improvements Required	Required Corrective Action	Person Responsible	By When	Date Done

Prime Contractor Representative Name

Signature

Licensee Name

Signature

Date: _____