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	CONTRACTOR PRE-QUALIFICATION PACKAGE	Issued For:	A
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Ketek Group Inc. (Ketek) is committed to maintaining a safe and healthy work environment through active participation and support of Ketek’s Loss Prevention Program (LPP). To accomplish this, Ketek requires all Contractors to pre-qualify for work on our site or sites controlled by Ketek. If a Contractor providing services to Ketek cannot meet all of our requirements they will not be allowed to perform any subcontracted work. This requirement can be waived by a Vice President of Ketek after reviewing F178 Contractor Risk Mitigation Plan to ensure the required work can be performed to Ketek’s HSE requirements.

As a part of this pre-qualification process we will require Contractors to provide us with a copy of the required documents, as well as to complete the qualification questionnaire below.

1.0 REQUIRED DOCUMENTS:

- A copy of your safety manual table of contents;
- A current clearance letter from the Workers’ Compensation Board (WCB) of the province where the work will take place;
- WCB Premium Rate Statement for the last three years along with the corresponding industry rate;
- Proof of current Third Party Liability Insurance (must be compliant with \$2,000,000.00 comprehensive general liability and \$2,000,000.00 automobile liability insurance for each occurrence);
- Do you have a current certificate of recognition (COR) Yes No. If Yes, provide a copy of your COR certificate;
- A copy of your Environmental Policy; and
- A copy of your Coronavirus (COVID-19) Preparedness Plan.

2.0 QUALIFICATION QUESTIONNAIRE:

I _____ (company name) agree to use and adhere to the Ketek LPP, as the minimum standard, when conducting work for, or on behalf of, Ketek. It is the responsibility of the Contractor to read, understand, and utilize the content contained within the LPP. A copy of the LPP will be included along with this document. If you did not receive a copy, please contact your Ketek representative. _____ Initial to verify receipt of LPP.

To be completed by Contractor, returned to your Ketek representative and safety@ketek.ca.

CONTRACTOR DETAILS:

Company Name: _____

Address: _____

Nature of Business: _____

Telephone Number: _____ Number of Employees: _____

Contact Name and Title: _____

Contact Number: _____

Email Address: _____



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UNPLANNED EVENT EXPERIENCE

	2-years previous	1-years previous	Year to Date
Total number of Lost Time Injuries (LTI)			
Total Employee hours worked			
Lost Time Injury Frequency Rate (LTIFR) (Calculation of LTIFR = # of LTIs x 200,000/total hours worked)			
Total number of reportable incidents (medical cases, restricted duty cases and lost time cases)			
Total Recordable Injury Frequency Rate (TRIFR) (Calculation of TRIFR = # of reportable incidents x 200,000/total hours worked)			
Total number of lost time work days and restricted duty work days			
Severity Rate (Calculation of Severity Rate = # of days lost plus restricted days x 200,000 / total hours worked)			
Total number of Near Misses			
Total number of First Aids			
Total number of Proactive Reports (Haz ID's, Job Obs, Intervention)			

UNPLANNED EVENT EXPERIENCE

Has your business had any fatalities in the last 3 years? Yes No

LEGISLATIVE FINES AND CITATIONS


Has your business had any fines assessed against it for safety and health issues during the past three years? Yes No † ***If Yes, please add details – Attached Documents***

HAZARD IDENTIFICATION

Describe your system for identifying and controlling hazards. Include part of your company's program such activities as inspection programs, employee observation programs, change management/design reviews, audit programs, etc.

Does your business have a documented system for recording regular inspections and maintenance of tools, machinery (e.g. cranes, slings, vehicles, etc.) and electrical equipment? Yes No
If yes, please describe:

† Please attach a copy of procedures, checklists, forms etc. used to identify and correct hazards. – Attached Documents

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SAFETY DEPARTMENT ORGANIZATION AND REPORTING RELATIONSHIPS

List the individual(s) who manage/co-ordinate health and safety in your organization at the corporate or senior level:

Name:	Title:
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Qualifications/training requirements/reporting to:

List the individual(s) who manage/co-ordinate environmental stewardship in your organization at the corporate or senior level:


Name:	Title:
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Qualifications/training requirements/reporting to:

List the individual(s) who manage/co-ordinates quality (QA/QC) in your organization at the corporate or senior level:

Name:	Title:
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Qualifications/training requirements/reporting to:

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DOCUMENTED SAFETY AND HEALTH PROGRAM

Does your company have a formal, documented safety program that addresses the following items:			
Health & Safety – Policy Statements:	YES	NO	N/A
Company Policy Statement on safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Health, Safety & Environmental – Procedure:			
Risk management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Orientation, safety training, and competency training requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety committees and employee communications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety meetings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safe work procedures, standard practices, administration and review	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accident – incident investigation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working in electrical storms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Corrective action system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Audits, assessments and monitoring program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contractor selection and management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Management of change	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employee observation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fitness for work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alcohol and drug screening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Industrial hygiene system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hazardous materials & chemicals controls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working near overhead power lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vehicles and mobile equipment safety (including oversized loads)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hand and portable electric tools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Excavations and trenches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Road safety & traffic safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ladders & stairways	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spill response plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Critical Safe Work Systems	YES	NO	N/A
Confined spaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Energy isolation (LOTO)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working at heights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Compressed gas use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hot work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Machine guarding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working around conveyor belts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cranes and lifting equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scaffolds and raised platforms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency preparedness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gas monitoring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*** Please attach a copy of the procedures that exist and you feel are applicable for this project. – Attached Documents**

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General Questions	YES	NO
Does your company ensure that management, supervisors and employees understand their specific responsibilities for safety?	<input type="checkbox"/>	<input type="checkbox"/>
Does your company have a policy outlining the responsibilities and frequency for conducting regular inspection of equipment, work sites and employee actions?	<input type="checkbox"/>	<input type="checkbox"/>
Has a preventative maintenance program been developed and implemented for all equipment?	<input type="checkbox"/>	<input type="checkbox"/>
Does your company have a standard for purchasing material & renting equipment and follow appropriate engineering standards? (i.e., CSA, ASME)	<input type="checkbox"/>	<input type="checkbox"/>
Does your safety program identify work hazards for your company's work activities and are procedures to control those hazards developed? (i.e., risk/hazard assessment).	<input type="checkbox"/>	<input type="checkbox"/>
Does your company have a process in place that allows employees to promptly submit reports of hazards, incidents, and near-misses at the workplace?	<input type="checkbox"/>	<input type="checkbox"/>
Is a review and follow up on all incidents conducted, including corrective actions to close out?	<input type="checkbox"/>	<input type="checkbox"/>
Does your company provide training to its employees for ensuring necessary competencies?	<input type="checkbox"/>	<input type="checkbox"/>
Does your company conduct periodic audits to ensure the effectiveness of its safety program?	<input type="checkbox"/>	<input type="checkbox"/>
Does your company conduct routine safety meetings?	<input type="checkbox"/>	<input type="checkbox"/>
Are minutes from these meetings kept on file and circulated to all employees?	<input type="checkbox"/>	<input type="checkbox"/>
Are all workers involved in pre-job safety meetings and are the meeting topics & attendance documented?	<input type="checkbox"/>	<input type="checkbox"/>
Does your company use appropriate communication methods (e.g., posters, bulletins, bulletin boards etc.) to re-enforce the importance of good health and safety practices?	<input type="checkbox"/>	<input type="checkbox"/>
Does your company develop and use safety statistics as a measuring tool to control losses?	<input type="checkbox"/>	<input type="checkbox"/>
Does your company have an effective modified duty program in place for injured workers?	<input type="checkbox"/>	<input type="checkbox"/>

QUESTIONNAIRE COMPLETED BY:

Name:	Signature:
Position:	Date:

KETEK GROUP INC. SUBCONTRACTOR REQUESTED BY:


Name:	Position:
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KETEK GROUP INC. SAFETY SERVICES APPROVAL:

Name:	Signature:
Position:	Date:

KETEK GROUP INC. CORPORATE APPROVAL:

Name:	Signature:
Position:	Date:

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3.0 CONTRACTOR AGREEMENT

Ketek considers health and safety is amongst our highest priority. We are committed to providing a work environment that strives to protect the health and safety of our Contractors, Sub-Contractors, Clients, Suppliers and our Employees. For the purpose of this Agreement Contractor/Sub-Contractor will be referred to as Contractor.

Contractors must have a safety program that is actively supported by the Contractor's top management team. Our Contractors must, as a minimum:


- Abide by all Ketek health and safety rules in performance of work on our work sites;
- Abide by all applicable government rules, regulations and laws;
- The Contractor shall not employ or retain anyone as a Sub-Contractor to perform any part of its obligations under this agreement without the written consent of the Vice President. The Contractor will be required to undergo a pre-qualification process with its Sub-Contractor, which meets or exceeds Ketek Policies, Standards and/or Work Procedures;
- All Contractors must complete and submit the Contractor Selection and Management documents for approval prior to commencing work at any Ketek work site;
- At Ketek's request, the Contractor will participate in a pre-startup safety review (kick off);
- The Contractor is to maintain an active WCB account;
- The Contractor shall maintain liability insurance coverage including property damage in an amount of not less than Two Million Dollars (\$2,000,000.00) per occurrence for the full length of the time of the contract;
- The Contractor shall maintain in good standing all permits and licenses required by any authority having jurisdiction over the business of the Contractor. This shall be done at the expense of the Contractor unless mutually agreed by Ketek; and
- All Contractors must appoint competent supervisors and ensure their workers are adequately trained. Proof of training shall be available upon request.

It is our policy to seek continuous improvement in our environmental performance. We are committed to maintaining environmentally sound business operations, and to contributing to the common effort to protect the natural and workplace environment. At all of our sites, we expect our Contractor to:

- Ensure that, at a minimum, all products and services comply with applicable environmental rules, regulations and laws;
- Actively work to meet or exceed all applicable environmental and materials handling policies;
- Minimize waste and then reuse or recycle as much as possible; and
- Assess the environmental impact of any new processes or products intended for use in advance.

Every twelve months from the date the Contractor is approved to work, a review will be undertaken to ensure HSE performance is continually meeting or exceeding Ketek's expectations. This review will include:

- An update and overview of the Contractor safety statistics;
- Updated WCB Clearance Letter, rate statements, and liability insurance coverage;
- A review of any significant risk areas related to the work being performed;
- Changes to the Contractor safety program;
- COR re-certification;

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- F212 Contractor Work Evaluation; and
- Other information as desired by Ketek.

The Contractor will provide a detailed F178 Contractor Risk Mitigation Plan at the discretion of Ketek, if any requirements in part with the Contractor Selection and Management Procedure cannot be met.

GENERAL REQUIREMENTS:


1. Contractors are required to participate in Ketek toolbox meetings, safety meetings, Hazard and Risk Assessments, planning and post project reviews.
2. Contractors are required to submit daily safety documentation, including inspection reports, to the Ketek Site Supervisor daily.
3. The Contractor has adequate procedures for critical safe work system, for the work being performed. Critical safe work plans and permits are to be submitted to the Ketek Site Supervisor.
4. All Contractors must ensure its Employees are suitably fit for duty to perform all aspects of their work. All Contractors must ensure Employees are trained and competent to perform all aspects of their work.
5. All Unplanned Events, including near miss reports, must be submitted to Ketek site Supervisor immediately, or as soon as practical. All Unplanned Events must be investigated and a copy of the investigation provided to Ketek within five days.
6. Each Contractor must provide current SDS for all controlled products used on site. All workers must have WHMIS 2015 training.
7. Housekeeping must be maintained on a regular basis throughout the shift.
8. Charged/inspected fire extinguishers must be provided and properly secured in all site offices, vehicles, storage facilities and other areas as dictated by Ketek. Fire Extinguishers must be clearly visible and readily available.
9. First aid kits, eye washes and other equipment as required by the Code or listed in Ketek's LPP must be available at the workplace, inspected regularly as scheduled and readily accessible.
10. Substandard conditions and practices will not be tolerated.
11. The Contractor agrees to abide by the requirements outlined in P032 Business Conduct and Ethics, and P033 Corruption Management.

Signed this _____ day of _____ 20 _____

Contractor: _____
(Authorized signature)

Name of Signatory: _____
(Print)

Title: _____

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4.0 CONTRACTOR SELECTION SCORECARD

TO BE FILLED BY KETEK ADMINISTRATION ONLY (FOR CONTRACTOR INFORMATION ONLY)

Criteria: 1.01 HEALTH AND SAFETY (LAGGING INDICATORS)

Goal	Baseline	Score	Key Measures	Company Score
To create a safety culture based on sound principles and values of people and the importance of health and safety to the Company, the Project, Contractors and the community.	Accident statistics for lost time, total reportable, all injury, severity rates, and WCB premium rate statement will meet Ketek's expectations.	0%	No evidence of any performance or progress against this requirement	
		2%	Minimal efforts are made towards achieving this requirement, but there is very little actual compliance	
		5%	The Contractor is moderately in compliance with the requirement e.g. some requirements are met, but not the majority	
		10%	A substantial degree of compliance exists, e.g. the overwhelming majority of the requirements are met, but not all	
		15%	Full compliance with the requirement exists in all aspects	
		20%	The Contractor exceeds Ketek's requirements in all criteria	

Notes:

Goal	Baseline	Score	Key Measures	Company Score
To create a safety culture based on sound principles and values of people and the importance of health and safety to the Company, the Project, Contractors and the community	The Project meets or exceeds Ketek's requirement for Critical Program indicators	0%	No evidence of any performance or progress against this requirement	
		2%	Minimal efforts are made towards achieving this requirement, but there is very little actual compliance	
		5%	The Contractor is moderately in compliance with the requirement e.g. some requirements are met, but not the majority	
		10%	A substantial degree of compliance exists, e.g. the overwhelming majority of the requirements are met, but not all	
		15%	Full compliance with the requirement exists in all aspects	
		20%	The Contractor exceeds Ketek's requirements in all criteria	

Notes:



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Criteria: 1.02 HEALTH AND SAFETY PROGRAM


Goal	Baseline	Score	Key Measures	Company Score
It is the goal of the Project to develop and deploy an exceptional health and safety program that includes a set of comprehensive procedures and practices and provides for understanding, training, and implementation of those procedures	The Contractor has a valid COR certificate; comprehensive Safety Procedures and Programs meets or exceeds Ketek's and legislative requirements and in place and working as evidenced through field observations, inspections, records, and interviews.	0%	No evidence of any performance or progress against this requirement	
		2%	Minimal efforts are made towards achieving this requirement, but there is very little actual compliance	
		5%	The Contractor is moderately in compliance with the requirement e.g. some requirements are met, but not the majority	
		10%	A substantial degree of compliance exists, e.g. the overwhelming majority of the requirements are met, but not all	
		15%	Full compliance with the requirement exists in all aspects	
		20%	The Contractor exceeds Ketek's requirements in all criteria	

Notes:

Criteria: 1.03 REPORTING AND INVESTIGATING UNPLANNED EVENTS

Goal	Baseline	Score	Key Measures	Company Score
The goal is to create a workplace which reduces UEs and their consequences to a minimum. When an unplanned event occurs, the Manager or supervisor shall engage in a team approach to investigating UEs with the goal of reducing the chance of reoccurrence taking place in the future.	The Contractor fully reports all types of UEs in accordance with Ketek's requirements; they are fully investigated by the appropriate level of line management; the corrective actions address the basic or underlying causes of the event, and there is an effective corrective action process in place to ensure that the corrective actions are properly implemented.	0%	No evidence of any performance or progress against this requirement	
		2%	Minimal efforts are made towards achieving this requirement, but there is very little actual compliance	
		5%	The Contractor is moderately in compliance with the requirement e.g. some requirements are met, but not the majority	
		10%	A substantial degree of compliance exists, e.g. the overwhelming majority of the requirements are met, but not all	
		15%	Full compliance with the requirement exists in all aspects	
		20%	The Contractor exceeds Ketek's requirements in all criteria	

Notes:

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Criteria: 1.04 EMPLOYEE PARTICIPATION				
Goal	Baseline	Score	Key Measures	Company Score
It is the goal of the Project to ensure that a culture exists which allows employees at all levels to fully participate in the Safety Program	The Contractor will provide employee participation programs such as safety committees at all levels, employee suggestions programs, employee participation with inspections, etc.	0%	No evidence of any performance or progress against this requirement	
		2%	Minimal efforts are made towards achieving this requirement, but there is very little actual compliance	
		5%	The Contractor is moderately in compliance with the requirement e.g. some requirements are met, but not the majority	
		10%	A substantial degree of compliance exists, e.g. the overwhelming majority of the requirements are met, but not all	
		15%	Full compliance with the requirement exists in all aspects	
		20%	The Contractor exceeds Ketek's requirements in all criteria	
Notes:				

			Total Score
KETEK GRADE		COMMENTS	
A	80 - 100		
B	60 - 79		
C	50 - 59	<i>(Minimum requirement) *</i>	
D	40 - 49	Restricted – F178 Contractor Risk Mitigation Plan required	
F	0 - 39	Fail; DO NOT USE	

*Ketek requires that Contractors obtain a minimum 'C' grade to work on our sites. However, it would be an expectation of Ketek's that the Contractor demonstrate an impetus for improvement over time.