

ADMINISTRATIVE PROCEDURES

SUBJECT: Contractor Qualification and Onboarding

The Lambton Kent District School Board (LKDSB) qualifies Contractors and Subcontractors to meet regulatory requirements and to minimize risk. The Contractor Qualification and Onboarding Program consists of the following three parts: Contractor Qualification, Contract Execution including General Conditions for Contractors and Subcontractors, and Contractor Worker Onboarding.

Part 1: Contractor Qualification

1. Contractors and Subcontractors wishing to perform work for the Board must complete a Contractor Qualification submission via Bids and Tenders.
2. The LKDSB reviews the Qualification submission against a pre-established grading system within a reasonable time frame.
3. Contractors achieving a grade of 75 or more percent, will be deemed qualified to perform work at an LKDSB location and will remain qualified for a three year period provided that:
 - There has been no material negative change in the health and safety standing of the contractor.
 - WSIB Clearance remains in place.
 - Insurance meeting the LKDSB requirements is maintained on file with the LKDSB.
 - The LKDSB is not involved in any litigation or the LKDSB has not been cross named in a suit involving the Contractor.
 - The Contractor is not removed from an LKDSB location for performance issues or policy violations.
 - The LKDSB does not change the current Contractor and Subcontractor Qualification process.
4. Qualified Contractors will be added to the qualified contractor list maintained by the LKDSB.
5. Contractors who are unsuccessful will be notified in writing by the Board's Purchasing Department. Contractors may schedule a meeting with the Purchasing Supervisor to discuss the re-application process and to request a debriefing regarding necessary action to be taken to attain minimum requirements.

6. Where no Contractor is qualified to perform work, a specialty permit will be used to permit the work to proceed under the observation of an LKDSB designate.

Part 2: Contract Execution including General Conditions for Contractors and Subcontractors

As part of the qualification process, contractors are responsible for reviewing the “General Conditions for Contractors and Subcontractors” and ensuring that their employees performing work at LKDSB locations are aware of and understand the requirements.

1. Prior to performing any work at an LKDSB location, the LKDSB will execute a contract with the Contractor, that will include the most recent General Conditions for Contractors and Subcontractors and will require that the Contractor comply with these terms and conditions.

Part 3: Contractor Worker Onboarding

1. Prior to performing work at an LKDSB location, a Contractor Worker must complete the LKDSB Safety Orientation training.
2. After the Contractor Worker achieves a minimum grade of 70 on the “Safety Orientation” training, the Contractor will email the Contractor Worker’s full name and a photo of the Contractor Worker in pdf format to purchasing@lkdsb.net. Note that completion of the “Safety Orientation” training by a Contractor needs to be successfully completed a minimum of once every three years, unless the training is amended by the LKDSB.
3. Procurement will validate the successful completion of the training and will put in the request to have the Contractor Badge prepared.
4. SEC Reception will prepare the photo identification badge for the Contractor Worker and will coordinate the pickup of the badge by the Contractor or will mail it out to the company.
5. The Contractor Worker shall wear the Photo Identification badge while on LKDSB locations.
6. Principals and Supervisors are responsible to ensure that all Contractors performing work at their facility have gone through this program by checking for photo identification prior to allowing access.
7. The LKDSB Principal or Supervisor overseeing the Contractor will collect the badge at the end of the project or contract. Expired badges will be forwarded to SEC Reception for recycling.

Other

1. LKDSB is not responsible for any costs associated with either attaining qualification or photo identification.
2. The LKDSB reserves the right to implement additional health and safety rules or guidelines as it sees fit.

Implementation Date: September 2004

Revised: July 8, 2024

Reference: Occupational Health & Safety Act & Regulations
The Occupiers Liability Act
Workplace Safety and Insurance Act