

Corporate Policies and Procedures			
DEPARTMENT: Human Resources			POLICY #: G-06
POLICY: Contractors' WSIB Clearance Certificate			
DATE: AUG29/01	REV. DATE: OCT 29/03	COVERAGE: All Contractors with the County of Renfrew	PAGE #: 1 of 1

POLICY STATEMENT:

To ensure that the County of Renfrew is not held responsible for any injury costs incurred by Contractors and/or Sub-contractors and/or their employees, or for such Contractors' unpaid Workplace Safety and Insurance Board premiums, all Contractors who engage in any business with the County of Renfrew must provide the County with a valid WSIB Certificate of Clearance, or Independent Operator's License if not covered by WSIB.

PROCEDURE:

1. Upon award of the Contract and as required by the County during the term of the Contract, the Contractor shall furnish a Workplace Safety and Insurance Board Clearance Certificate indicating that the Contractor is in good standing.
2. In order to remain valid, this Certificate must be renewed every sixty (60) days, for as long as the Contract is in effect.
3. Small companies that are not covered by WSIB must provide a copy of their Independent Operator's License.