



## Checklist for Hiring an Environmental Contractor

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|--|------------|-------------|
| 1. What is the name of your company?   |            |             |
| a. Have you been in business for at least five years under this name?                  | Yes        | No          |
| b. Have you ever closed a company that does similar work?                              | Yes        | No          |
| c. Have you ever been sued by a client?  | Yes        | No          |
| d. May I contact four references of clients for whom you have performed the same work? | Yes        | No          |
| If yes, please provide the client name and contact information:                        |            |             |
| 1.   |            |             |
| 2.   |            |             |
| 3.   |            |             |
| 4.   |            |             |
| 2. Do you have WSIB coverage?  | Yes        | No          |
| a. In which rate group?  |            |             |
| b. May I have a copy of your <b>CURRENT</b> WSIB Clearance certificate? (Get copy)     | Yes        | No          |
| 3. Do you have a minimum of \$5,000,000 Insurance policy?                              | Yes        | No          |
| a. Do you have mould/asbestos coverage? (Whichever applies) (Get copy)                 | Yes        | No          |
| b. Do you have pollution coverage?   | Yes        | No          |
| c. Is your coverage "Occurrence" or "Claims made"? (Should be "Occurrence")            | Occurrence | Claims Made |
| 4. Are all your workers properly trained?  | Yes        | No          |
| a. May I have copies of their training certificates?                                   | Yes        | No          |
| b. Are your employees legally allowed to work in Canada?                               | Yes        | No          |
| c. Are they all on payroll?  | Yes        | No          |
| 5. Do you have a health and safety policy?   | Yes        | No          |
| a. May I have a copy for my records?   | Yes        | No          |