

USER GUIDE

ContractorXchange

An Overview of Our Evaluation Process

Compliance Requirements,
Scoring Guidelines, More.



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ContractorXchange Occupational Health & Safety (OHS) Prequalification

Your occupational health and safety (OHS) prequalification will be evaluated based on your questionnaire response and document submittal.

The ContractorXchange evaluation focuses on how well your organization meets key occupational health, safety, and environmental requirements, as defined by relevant laws and industry standards for high-risk work. Your OHS prequalification is evaluated based on certain questionnaire responses and document submittals.

Please note: This is not a comprehensive review of all submitted materials and does not include verification interviews or on-site inspection.

Once completed, the results will be available to your system administrator(s). Your system administrator controls whether other subscribers, including current or potential clients, can access these results.

ContractorXchange Scoring System

The ContractorXchange scoring system is designed as a quantitative guideline to assist Hiring Organizations in managing risks, benchmarking performance, and ensuring alignment with industry best practices. This system fosters trust and accountability among all parties with a vested interest and supports informed decision-making to improve contractor performance and project outcomes. While not an exact science, it provides a structured framework to identify potential risks and areas for improvement.

Silver Standing Requirements

The following requirements must be met and maintained to achieve ContractorXchange Silver standing:

- A minimum evaluation score of 60%
- Comprehensive general liability and automotive insurance policy must be current
- OHS performance data (statistics) must be current
- Workers' compensation data must be current

Gold Standing Requirements

The following requirements must be met and maintained to achieve ContractorXchange Gold standing:

- A minimum evaluation score of 85%
- No single evaluation question may be scored at '0' (except for questions 1.2 - 1.4)
- Comprehensive general liability and automotive insurance policy is current
- An acceptable OHSMS Certification (see question 2.1) has been completed and is current
- OHS performance data (statistics) must be current
- Workers' compensation data must be current

This scoring system ensures qualified, reliable, and safety-focused contractors are engaged, supporting successful project outcomes and Hiring Organization confidence.

1) Safe Work Performance

1.1 Employees' Compensation Data

Points are awarded for maintaining a cumulative workers' compensation rate better than the industry average. The calculation considers the previous three years of injury performance data from all jurisdictions where such data has been provided.

Scoring Guidelines: All or nothing (either/or) 25 or 0

- 25 points for workers compensation rate in discount position
- 0 points awarded if requirements are not met

1.2 Fatal Injuries or Illnesses

Scoring Guidelines:

- Subtract 50 points for each fatality in the last three years

1.3 Prosecutions (under OH&S / Environmental Legislation)

Scoring Guidelines:

- Subtract 25 points for each successful prosecution in the last three years

1.4 Citations (under OH&S / Environmental Legislation)

Scoring Guidelines:

- Subtract 15 points for each order issued in the last three years
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2) Health and Safety Management

2.1 OHS Management System (OHSMS) Certification

Definition:

An occupational health and safety management system (OHSMS) audit is a structured process used to evaluate how well an organization's health and safety management system is implemented. It benchmarks how effectively it reduces risks and promotes workplace health and safety.

Guideline:

While not legally required in Canada or the United States, OHS management system audits are widely recognized as an industry best practice. Many sectors, such as construction, transportation, mining, and chemical manufacturing, have adopted standardized audit protocols to improve safety outcomes and operational efficiency.

Requirements:

- OHS Certification (examples include COR, ISO 45001, OSHAS 18001 certification); or
- Proof of registration with a certifying partner, body or association

Scoring Guidelines: All or nothing

- 50 points for proof of a current OHS management system audit
- 25 points for proof of registration with a certifying partner, body or association
- 0 points awarded if requirements are not met

2.2 Occupational Health and Safety Policy Statement

Definition:

An occupational health and safety (OHS) policy statement is a foundational document outlining an organization's commitment to health, safety, and environmental management. It sets principles, expectations, and responsibilities for creating and maintaining a safe and healthy workplace.

Guideline:

An effective OHS policy statement demonstrates senior management's commitment to health, safety, and environmental protection. It provides clarity to employees and promotes accountability at all levels of the organization.

Requirements:

- A statement of commitment of the organization to the health and safety of the employees
- A statement committing the organization to comply with regulatory requirements and best practices
- Acknowledgement of management responsibility and commitment to the OHSMS
- A statement committing the organization to provide resources to implement, maintain, and continuously improve the OHSMS
- A statement committing the organization to protect people, property, and the environment (e.g. hazard assessment and control)
- The communication of the policy to each employee
- The requirement for compliance within all work activities
- Be signed by the current Chief Executive Officer (CEO)
- Be kept up to date

Scoring Guidelines: (Cumulative) /15 points

- 5 points awarded for the policy content being provided
- 5 points awarded for the policy being signed by the current CEO
- 5 points awarded for the policy having a date on it that was signed in the last 12 months

- 0 points awarded if requirements are not met

Resource: 2.2 Policy Statement

2.3 Internal Responsibility System (IRS)

Definition:

An Internal Responsibility System (IRS) refers to a workplace framework where everyone, from employers to employees, shares responsibility for maintaining a healthy and safe work environment. It emphasizes that safety is a collective effort, with clear roles and duties for employers, supervisors, and employees to identify hazards, report risks, and follow safety procedures. The IRS aims to promote a proactive culture of health, safety and compliance within the workplace.

Guideline:

While an OHS policy statement sets out the organization's overarching commitment to health and safety, the Internal Responsibility System (IRS) goes further by outlining specific roles, responsibilities, and measurable actions for every level of the organization. The IRS transforms the policy's intent into practical, day-to-day accountability and actions, ensuring ongoing implementation, monitoring, and continuous improvement of health and safety practices.

For example:

- **Management:** Ensures resources, training, and oversight are provided to meet OHS objectives
- **Supervisors:** Monitor daily compliance with OHS procedures, provide on-the-job training to employees, and address hazards immediately
- **Employees:** Follow safety procedures and practices, report hazards and incidents immediately, and participate in OHS training
- **Contractors:** Adhere to site-specific safety rules and report incidents promptly

Requirements:

A formal, written management standard that addresses the following:

- **OHS Responsibilities:** Clearly written responsibilities for management, supervisors, employees, and contractors. Ensure standards specify who is responsible, what tasks need to be done, and when they must be

completed (e.g.: the frequency of formal inspections by supervisors, managers, and employees)

- **Performance Measurement:** Implementation of measurable activities and behaviors related to OHS performance at all organizational levels
- **OHS Culture:** Fostering and promoting a corporate OHS culture that aligns with the organization's vision, values, and industry best practices
- **Internal Responsibility:** The organization has a duty to promote self-reliance and accountability among individuals and teams
- **Regulatory Compliance:** Alignment with relevant health and safety legislation and regulations, ensuring the workplace meets legal requirements
- **Application of Standard:** Standard should be applied consistently across all critical OHS activities such as incident investigation, hazard assessment, formal inspections, and training

Scoring Guidelines: (Cumulative) /25 points

- 5 points for a written IRS standard (e.g. philosophy or policy statement)
- 5 points awarded for specific written responsibilities, related tasks, and performance measurement for each level of the organization (managers, supervisors, employees, and contractors)
- 5 points awarded for promoting an OHS culture and internal responsibility for all levels of the organization
- 5 points awarded for addressing compliance with corporate and legal requirements
- 5 points awarded for the inclusion of critical activities such as hazard assessments and formal inspections

Resource: 2.3 Internal_Responsibility_System

2.4 Right to Refuse Imminent Danger

Definition:

The right to refuse unsafe work is a fundamental right of employees, allowing them to refuse work that poses immediate danger. Employees must report the

refusal to their supervisor and cooperate in investigations. This right is protected by health and safety legislation in various jurisdictions.

Guideline:

Meeting legislative requirements ensures that work refusals are handled systematically, fairly, and consistently. It protects employees' rights, prevents retaliation, and ensures hazards are promptly addressed to maintain a healthy and safe workplace.

Requirements:

A formal, written management standard that addresses the following:

- **Responsibilities:** The roles and responsibilities of all levels of the organization (managers, supervisors, employees, OHS committee)
- **Recognizing Unsafe Work:** Employees need to be able to identify unsafe work situations and conditions that pose an immediate danger to both life and health
- **Notifications:** Employees must report any safety concerns to their supervisor or employer. The employer is also responsible for notifying other affected employees about the unsafe work
- **Employee Reassignment:** Procedures for reassigning employees to alternate tasks during investigations
- **Investigation Process:** An investigation process that includes procedures for investigating work refusals, establishing the root cause, implementing corrective actions, documenting findings, actions taken, and hazard resolution. Results and corrective actions are then shared with the employees involved
- **No Retaliation:** Protection against retaliation for employees exercising their right to refuse unsafe work
- **Ongoing Work Refusal:** If the work refusal is not resolved, the employee has the right to continue refusing the work until they are confident the issue has been addressed
- **Compliance Verification:** Regular audits to ensure proper implementation of standards

Scoring Guidelines: All or nothing (either/or) /25 points

- 25 points awarded for proof of a management standard and process that meets the requirements listed above
- 10 points awarded for proof of a management standard that only addresses legislated requirements
- 0 points awarded if requirements are not met

Resource: 2.4 Right to Refuse Imminent Danger Procedure

2.5 New Site / Project Risk Assessment

Definition:

A new site or new project risk assessment is a procedure used to identify, evaluate, and manage potential hazards/risks associated with a new site or project. It involves assessing hazards, determining their potential likelihood and impact, and implementing measures to mitigate or control risks before the new work or project begins. This process helps ensure safety and compliance with relevant regulations.

Guideline:

New site or project hazard assessments are essential for preventing workplace injuries and illnesses by identifying risks before work begins or when significant changes occur. Clear communication and regular updates ensure ongoing effectiveness. This process may also include requirements under relevant legal obligations to identify, assess, and control or eliminate workplace and worksite hazards/risks.

Requirements:

A formal, written management standard that addresses the following:

- **Hazard Assessment and Control:**
 - Conducting a hazard assessment and implementing controls before starting work on a new site or project
 - Conducting a hazard assessment and implementing controls when introducing new work processes or when work processes or operations change
 - Performing hazard assessments at regular intervals to monitor implemented controls
- **Compliance:** Ensuring compliance with relevant regulatory requirements

- **Documentation:** Documenting the hazard assessment results and control measures in a written report or form

Scoring Guidelines: All or nothing (either/or) /25 points

- 25 points awarded for proof of a management standard and process that meets the requirements listed above
- 10 points awarded for proof of a hazards/risk assessment form
- 0 points awarded if requirements are not met

Resource: 2.5 New_Site_Project_Risk_Assessment

2.6 New Task / Equipment / Process / High Hazard Activity Risk Assessment

Definition:

A risk assessment for new tasks, equipment, or processes is a systematic approach to identify, assess, and control hazards and risks, including those associated with high-risk work. It involves ongoing risk evaluation to ensure workplace health and safety, beyond legislated requirements.

Guideline:

High hazard risk assessments are essential for preventing workplace injuries and illnesses by identifying hazards/risks before work begins or when significant changes occur, particularly with high-risk work involving new tasks, equipment, or processes. Clear communication and regular updates ensure ongoing effectiveness. This process may also include requirements under relevant legal obligations to identify, assess, and control or eliminate workplace and worksite hazards.

Requirements:

A formal, written management standard that addresses the following:

- **Hazard Assessment and Control:**
 - Conducting a hazard assessment and implementing controls specific to high-risk work related to new tasks, equipment or processes
 - Performing hazard assessments at regular intervals to monitor implemented controls
- **Compliance:** Ensuring compliance with relevant regulatory requirements

- **Documentation:** Documenting the hazard assessment results and control measures in a written report or form

Scoring Guidelines: All or nothing (either/or) /25 points

- 25 points awarded for proof of a management standard and process that meets the requirements listed above
- 10 points awarded for proof of a form used to document the high-risk work hazard assessment
- 0 points awarded if requirements are not met

Resource: 2.6 New

Task_Equipment_Process_High_Hazard_Activity_Risk_Assessment

2.7 Field Level Risk Assessment (FLRA)

Definition:

A Field Level Risk Assessment (FLRA) is a task-specific process used by employees, and supervisors when appropriate, to identify and address risks associated with a particular workflow or sequence of tasks. It considers the physical tasks, work environment, materials, tools, and equipment needed to ensure safe task execution.

Guideline:

The FLRA helps ensure that risks are recognized and addressed before starting each task, reducing the likelihood of accidents or unsafe conditions. It is different from broader pre-job talks or shift-level risk assessments, as it focuses on the specific task at hand.

Requirements:

A formal, written management standard that addresses the following:

- **Hazard Assessment and Control:**
 - Performing an FLRA (Field Level Risk Assessment) to identify risks in a series of tasks and apply control measures before starting any physical work. This process typically includes the primary task, a breakdown of sub-tasks, work environment details, and the use of materials, tools, and equipment
 - Reviewing FLHAs at regular intervals during the task execution to monitor implemented controls

- **Compliance:** Ensuring compliance with relevant regulatory requirements
- **Documentation:** Documenting FLRAs in a written report or form

Scoring Guidelines: All or nothing (either/or) /25 points

- 25 points awarded for proof of a management standard and process that meets the requirements listed above
- 10 points awarded for proof of an FLRA form used to document field level work
- 0 points awarded if requirements are not met

Resource: 2.7 Field_Level_Risk_Assessment

2.8 Formal Workplace Inspections

Definition:

Formal workplace inspections are structured checks or examinations conducted by designated employees to identify substandard acts, conditions and behaviors in a workplace. They are also used to measure compliance with health and safety regulations and assess the effectiveness of implemented safety measures and controls. Inspections typically involve regular, scheduled assessments of the work environment, equipment, and work practices, with a focus on identifying risks that could cause injury or illness, and ensuring corrective actions are taken.

Guideline:

Regular health and safety inspections are essential for preventing incidents, reducing risks, and maintaining safe work environments. Companies that schedule inspections consistently tend to conduct them more frequently and thoroughly, leading to better outcomes. Increasing the frequency of inspections further reduces the likelihood of hazards going unnoticed and helps minimize risks. By performing detailed and consistent inspections, organizations can address potential risks proactively, ensuring a safer workplace and driving continuous improvement.

Requirements:

A formal, written management standard that addresses the following:

- **Planning Inspections:** Determine the frequency of formal inspections (weekly, bi-weekly, monthly, quarterly), the scope, and the areas/equipment to be inspected

- **Corrective Action Implementation:** Implement control measures to eliminate or reduce risks
- **Follow Up:** Monitor corrective actions to ensure controls were effective
- **Documentation:** Record all findings including hazards/risks, and corrective actions

Scoring Guidelines: All or nothing (either/or) /25 points

- 25 points awarded for management standard requiring weekly formal inspections
- 20 points awarded for management standard requiring bi-weekly formal inspections
- 15 points awarded for management standard requiring monthly formal inspections
- 10 points awarded for management standard requiring quarterly formal inspections
- 0 points awarded if requirements are not met

Resource: 2.8 Formal_Workplace_Inspections

2.9 Group OHS Communications

Definition:

Group OHS meetings are regular, focused discussions involving management, supervisors, and employees. These meetings aim to address general workplace health and safety concerns, separate from task-specific risk assessment communications.

Guideline:

Regular group OHS meetings improve communication, ensure consistent messaging, and keep health and safety issues a priority across the organization. Meeting minutes should be documented to track ongoing issues and corrective actions. Regularly reviewing these records helps assess control effectiveness and adjust strategies to prevent incidents and improve overall health and safety throughout the organization.

Requirements:

A formal, written management standard that addresses the following:

- **Planning Meetings:** Determine the frequency of group OHS meetings (weekly, bi-weekly, monthly, quarterly) and the scope/focus
- **Two-way Communication:** Meetings should include managers, supervisors, and employees
- **Documentation:** Discussions from OHS meetings should be documented/recorded including any corrective actions that may be taken to address concerns
- **Follow Up:** Reviews of meeting minutes from previous meetings is important to verify corrective actions effectively implemented and to drive continuous improvement

Scoring Guidelines: All or nothing (either/or) /25 points

- 25 points awarded for a management standard requiring weekly group OHS meetings
- 20 points awarded for a management standard requiring bi-weekly group OHS meetings
- 15 points awarded for a management standard requiring monthly group OHS meetings
- 10 points awarded for management standard requiring quarterly group OHS meetings
- 0 points awarded if requirements are not met

Resource: 2.9 Group_OHS_Communications

2.10 Investigations – Regulatory / Legislated Requirements

Definition:

Incident reporting and investigation requirements are regulations that ensure significant workplace incidents, including those causing serious harm or with the potential for severe harm, are formally documented and reported to the appropriate authorities.

Guideline:

Reporting and investigating serious incidents is essential for identifying root causes, preventing recurrence, and ensuring compliance with legal and regulatory requirements. Promptly reporting incidents allows for quick identification of underlying hazards, while thorough investigations help determine underlying

causes. By addressing these causes with corrective actions, the risk of similar incidents in the future is minimized. Additionally, following proper reporting and investigation procedures demonstrates compliance with regulatory expectations, ensuring accountability in the workplace.

Requirements:

A formal, written management standard that addresses the following:

- **Reporting the Incident:** Employees must report any injury or incident to their supervisor immediately
- **Reporting the Incident to Authorities:** For serious injuries or fatalities, reporting the incident to the relevant health and safety authority as required by law
- **Investigating the Incident:** Forming an investigation team (supervisors and employees), securing the scene, collecting evidence, identifying contributing factors, and determining root cause
- **Implementing Corrective Actions:** Developing and implementing actions and controls to prevent recurrence, such as policy updates, training, or equipment repairs
- **Documenting the Incident:** Completing an incident report form with details such as time, location, injury/incident type, and witnesses
- **Follow Up:** Monitor the effectiveness of implemented corrective actions
- **Communicating Findings:** Sharing the results and corrective actions with employees to maintain transparency and reinforce healthy and safe behaviors
- **Maintaining Records:** Keeping detailed records of the incident, investigation, and actions for compliance and future reference

Scoring Guidelines: (Range/Discretionary 0-25) /25 points

- 15 points awarded for a management standard addressing all requirements above
- 5 points awarded for an incident investigation report form
- 5 points awarded for a management standard requiring a corrective action process

- 0 points awarded if requirements are not met

Resources:

- Canada CCOHS: Health and Safety Legislation in Canada – Injury Reporting
- United States: [OSHA Report](#)

2.11 Investigations – Distribution and Executive / Senior Management Review

Definition:

Management support and oversight of incident investigations are critical for ensuring an effective Occupational Health and Safety Management System (OHSMS). Executive/senior management must be notified of serious incidents and be aware of the corrective actions required to prevent recurrence.

Guideline:

Executive/senior management awareness ensures accountability, fosters a culture of safety, and provides the necessary resources to address and prevent high-risk incidents effectively.

Requirements:

A formal, written management standard that addresses the following:

- **Incident Notification:** Reporting serious incidents to senior management promptly, including causes, impacts, and corrective actions
- **Structured Schedule:** Providing updates (distribution of incident reports) on incidents at regular intervals (e.g.: monthly, quarterly, annually)
- **Content Update:** Including a summary of the incident, root causes, potential impacts, and corrective actions taken
- **Documentation:** Keeping a clear, documented record of each update provided

Scoring Guidelines: All or nothing (either/or) /25 points

- 25 points awarded for a management standard requiring monthly reporting/distribution of incident reports
- 15 points awarded for a management standard requiring quarterly reporting/distribution of incident reports

- 10 points awarded for a management standard requiring annual reporting/distribution of incident reports
- 0 points awarded if requirements are not met

Resource: 2.10 2.11 Investigations_Regulatory_Legislated Requirements

2.12 Subcontractor Control and Assessment

Definition:

Subcontractor prequalification is the process of evaluating and assessing a contractor's capabilities, experience, and safety record before they are hired for a project.

Guideline:

This requirement evaluates how contractors prequalify their subcontractors by reviewing their occupational health and safety (OHS) history and documentation. Ensuring subcontractors meet the standards for pre-qualification includes looking at their OHS performance and hazard control processes.

Requirements:

A formal, written management standard that addresses the following:

- **Prequalification Information:**
 - Corporate Information Questionnaire: Covering contact details, key personnel, work history, OHS performance, program details, and quality control processes
 - Essential Documents: Submitting documents such as proof of general liability, automotive insurance, employees' compensation coverage, and an OHS manual
 - Additional Documents: Submitting supplementary documents such as quality manuals, key personnel resumes, and equipment lists

Scoring Guidelines: (Cumulative) /25 points

- 10 points awarded for a management standard that requires submittal of a corporate information questionnaire
- 10 points awarded for a management standard that addresses the submission of essential documents and what they are

- 5 points awarded for a management standard that addresses additional documents that may be required by the contractor
- 0 points awarded if requirements are not met

Resource: 2.12 Subcontractor_Control_Assessment

2.13 Globally Harmonized System (GHS) of Classification and Labelling of Chemicals

Definition:

Globally Harmonized System (GHS) of Classification and Labelling of Chemicals is a system for sharing information about hazardous products in workplaces.

Guideline:

GHS ensures that employees are informed about the dangers of hazardous materials and know how to handle them safely. This alignment with GHS provides a consistent, international approach to classifying chemicals and communicating hazard information, enhancing workplace safety and facilitating international trade.

Requirements:

A formal, written management standard that addresses the following:

- **Classifying Hazardous Products:** Hazardous products in the workplace must be identified and classified based on their risks; like being flammable or toxic
- **Labels:** Every hazardous product must have a label showing the product's name, warning symbol (pictogram), a signal word, a short statement about the risks, and emergency information
- **Safety Data Sheets (SDS):** Each hazardous product must have an SDS that provides detailed safety information. Employees need easy access to these sheets
- **Training and Education:** Employers must train employees on how to understand labels and SDS, how to protect themselves, and how to respond in emergencies
- **Communication and Controls:** Employers must ensure there is a system in place to inform employees about hazards and provide safety equipment, like personal protective gear

- **Ongoing Updates:** Employers must keep labels, SDSs, and hazard information up to date to ensure safety is always maintained

Scoring Guidelines: (Cumulative) /25 points

- 10 points awarded for a management standard that addresses information on classification and labelling of hazardous products
- 9 points awarded for a management standard that addresses information on employee training and communication of hazardous products
- 6 points awarded for a management standard provides information on access to SDS sheets for hazardous products
- 0 points awarded if requirements are not met

Resources:

- Government of Canada – WHMIS
- Hazcom

2.14 Modified Work Policy and Program

Definition:

Temporary modified work refers to adjustments made to an injured employee's regular job duties, tasks, or work environment to support their recovery while enabling them to remain productive. These adjustments can involve changes to tasks, workload, work environment, equipment, or responsibilities.

Guideline:

Temporary modified work programs help manage employees' compensation costs, retain experienced employees, reduce hiring and training expenses, and demonstrate a commitment to employee well-being. Proper implementation promotes compliance with workplace accommodation requirements and strengthens workplace morale by ensuring injury does not jeopardize job security.

Requirements:

A formal, written management standard that addresses the following:

- **Employer Responsibilities:**
 - **Accommodation:** Employers must accommodate employee restrictions, offer suitable modified tasks, keep records of employee

progress and ensure the employees are in a healthy and safe environment

- **Return to Work (RTW):** The RTW program aims to help the employee gradually return to their regular duties
- **Employee's Compensation:** Employers must follow employees' compensation laws for RTW plan approval
- **Communication:** Employers must maintain regular communication with the employee, healthcare provider and OHS representative
- **Employee Responsibilities:**
 - **Cooperation:** Employees must participate in developing and following the plan, providing necessary medical information required and attend medical appointments to support recovery
 - **Adherence:** Employees must follow the modified duties, hours, and accommodations
 - **Communication:** The employee must keep the employer updated on progress or challenges
 - **Updates:** The employee must inform the employer of any changes to their condition or work capacity

Scoring Guidelines: (Cumulative) /25 points

- 10 points awarded for a management standard that addresses employer responsibilities
- 10 points awarded for a management standard that addresses employee responsibilities
- 5 points awarded for a management standard that addresses employees' compensation and RTW programming
- 0 points awarded if requirements are not met

Resource: 2.14 Modified_Work_Policy_Program

2.15 Substance Abuse Prevention Policy

Definition:

Substance abuse prevention refers to measures taken by employers to prevent

the misuse of drugs and alcohol in the workplace. This is particularly important in high-risk industries such as construction, mining, oil & gas, transportation, and forestry, where health and safety are critical.

Guideline:

Preventing substance abuse helps ensure a safe and productive workplace by reducing accidents, protecting employee well-being, and maintaining compliance with industry standards and regulations.

Requirements:

A formal, written management standard that addresses the following:

- **Standardized Guidelines:** Incorporating standardized guidelines from an industry-recognized drug and alcohol work rule for prevention (e.g., Canadian Model for Providing a Safe Workplace or equivalent)
- **Management Commitment:** Management must actively demonstrate a commitment to maintaining a drug and alcohol-free workplace
- **Prohibition:** Possession, use, and impairment from alcohol and drugs are strictly prohibited in the work environment
- **Education and Communication:** Providing clear communication about the management standard, including compliance requirements and consequences for violations
- **Access to Treatment Resources:** Offering employees access to treatment resources, including government programs or third-party employee assistance programs, for those struggling with substance dependency
- **Drug and Alcohol Testing:** Implementing a clear testing process that includes:
 - **For-Cause/Post-Incident Testing:** Requiring testing following incidents or when reasonable suspicion arises
 - **Site-Access/Pre-Employment Testing:** Requiring testing before allowing employees on-site or at the time of hiring

Scoring Guidelines: (Cumulative) /25 points

- 15 points awarded for a management standard that addresses an industry-recognized drug and alcohol work rule

- 5 points awarded for a management standard that addresses for-cause/post-incident drug and alcohol testing
- 5 points awarded for a management standard that addresses site-access/pre-employment drug and alcohol testing
- 0 points awarded if requirements are not met

Resource: 2.15 Substance Abuse Prevention Policy

3) Training, Skills Development, and Record Keeping

3.1 New Employee Orientation Program

Definition:

A new employee orientation is a program that educates and trains new or employees transitioning into new roles on the organization's health and safety practices. It focuses on addressing the experience gap, particularly for less experienced employees, by offering key safety information and training to minimize the risk of incidents.

Guideline:

A well-structured orientation equips employees with essential knowledge about health and safety procedures and practices, reducing the likelihood of accidents, and ensuring compliance with workplace standards.

Requirements:

A new employee orientation must be in place that addresses the following:

- **Workplace Hazards:** Identification of common workplace risks and controls
- **Health and Safety Policies:** Overview of safety related policies and practices
- **Roles and Responsibilities:** Explanation of the roles and responsibilities of each level of the organization (managers, supervisors, employees, and contractors)
- **Personal Protective Equipment (PPE):** Training on proper PPE use, care, storage, and maintenance

- **Emergency Procedures:** Instructions on emergency procedures, the location of emergency equipment, and first aid
- **Incident Reporting:** Guidance on reporting injuries and incidents
- **Job-Specific Safety:** Procedures relevant to the employee work flows or job-specific tasks
- **Regulatory Compliance:** Overview of applicable health and safety legislation and regulations
- **Training and Certification:** Any required health and safety training or certifications required by the organization

Scoring Guidelines: (Cumulative/Range/Discretionary) /40 points

- 25 points awarded for a formal management standard for an OHS orientation required for new employees
- 0–15 points awarded based on the comprehensiveness of the training program (1 point per topic/subtopic)
- 0 points awarded if requirements are not met

Resource: 3.1 New_Employee_Orientation_Program

3.2 Supervisors / Managers Orientation / Training Program

Definition:

A supervisor/manager orientation is specialized training designed to equip supervisors and managers with the knowledge and skills required to effectively fulfill their role as key representatives in health and safety (OHS) outcomes.

Guideline:

Supervisors and managers require additional training beyond the general employee orientation. This training emphasizes legislative responsibilities, effective OHS management practices, due diligence assurance, and the promotion of a strong safety culture.

Requirements:

A formal, written management standard that addresses the following:

- **OHS Legislation:** Understanding OHS regulatory requirements and ensuring compliance

- **Roles and Responsibilities:** Clarifying leadership duties in leading and promoting health and safety in the workplace
- **Hazard Management:** Identifying and managing workplace hazards and risks
- **Due Diligence:** Demonstrating accountability for taking all reasonable steps to provide a healthy and safe work environment
- **Safety Culture:** Building a positive health and safety culture and engaging employees
- **Incident Investigation:** Developing and providing an investigation process, being involved in investigations, and implementing/monitoring corrective actions to prevent recurrence
- **Emergency Preparedness:** Developing and providing an emergency response process for preparing for and responding to emergencies
- **Leadership Skills:** Developing skills to lead and support health and safety initiatives and drive continuous improvement

Scoring Guidelines: (Cumulative/Range/Discretionary) /40 points

- 25 points awarded for a formal management standard for OHS leadership training for supervisors and managers
- 0–15 points awarded based on the comprehensiveness of the training program (1 point per topic/subtopic)
- 0 points awarded if requirements are not met

Resource: 3.2 Supervisor_Managers_Orientation_Training_Program

3.3 Training Records

Definition:

Employee training records are documents that verify completed training, including information such as the training type, date, and participants. These records confirm that employees have met the necessary education and qualifications for their roles.

Guideline:

Maintaining accurate and up-to-date training records is essential for

demonstrating compliance with health and safety requirements, planning ongoing and refresher training, and ensuring employees remain competent in their roles.

Requirements:

A formal, written management standard that addresses the following:

- Types of training records to be retained
- Format of records (e.g., written forms, spreadsheets, databases)
- Retention period for records
- Assigned responsibility for managing training records
- A process for planning, budgeting, and scheduling ongoing or refresher training

Scoring Guidelines: (Cumulative) /15 points

- 5 points awarded for a management standard addressing the types of records and the format of the records being retained
- 5 points awarded for a management standard addressing the retention period for the records to be retained
- 5 points awarded for a management standard addressing the assigned responsibility for managing the training records and the process for ongoing and refresher training
- 0 points awarded if requirements are not met

Resource: 3.3 Training_Records

Need help?

Don't hesitate to get in touch! Our support team is on hand to guide you.

 support@contractorxchange.com

 1-888-449-5545



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