

## Sturgeon County Health and Safety Management System

### Element 6 – Other Parties at or in the Vicinity of the Work Site

<b>General Information</b>			
Company Full Name:			
Billing Address:			
Contact Name & Email:			
Phone Number(s):			
<b>Insurance – Commercial Liability &amp; WCB</b>			
1	Provide documents demonstrating your coverage for damages and incidents involving your organization	YES	NO
General Liability, Automotive, Umbrella Policies, etc			
2	Provide copy of your company's "WCB Clearance Letter" dated within 10 working days of this submission.		
<b>Health and Safety Management</b>			
<b>Please answer each question, and provide documents as required.</b>		YES	NO
1	Does your company have a Partnerships COR or SECOR?		
If YES, please provide copy of certificate.			
2	Does your company have a "Corporate Health & Safety Policy"?		
If YES, please provide copy.			
3	Does your company have defined written responsibilities for Managers, Supervisors & Workers?		
If YES, please provide copy.			
4	Provide a copy of your "hazard identification, assessment and control procedures".		
5	Provide a copy of your "hazard assessment" for the work you will be performing for Sturgeon County (per AB OH&S Code, Section 7).		
6	Provide a copy of your "onsite inspection procedures".		
7	Provide a copy of your "incident & near miss reporting & investigation procedures".		
8	Does your company have an "Alcohol & Drug Policy"?		
If YES, please provide copy.			
9	Does your company have a "Discipline Policy"?		
If YES, please provide copy.			
10	Does your company operate commercially regulated vehicles (NSC)?		
If YES, please provide a copy of your "Carrier Profile" dated within 10 working days of this submission.			
11	Provide a list of names and qualifications of all Supervisors who will be overseeing work performed for Sturgeon County		
12	Has your company received an OH&S "Stop Work Order", "Compliance Order" or "Stop Use Order" in the past five (5) years?		
If YES, please describe nature and resolution.			

If your business information contains personal information (i.e. home office or home phone number), it is collected under the authority of Section 33c of the *Freedom of Information and Protection of Privacy (FOIP) Act*. The personal information provided will be used to ensure compliance with our Health and Safety Management System and the Alberta Occupational Health and Safety Act, Regulations and Code. If you have any questions about the collection and use of this information, please contact the Sturgeon County Access & Privacy Officer at 9613-100 Street, Morinville, Alberta, T8R 1L9 Phone: 780-939-4321

**Element 6 – Other Parties at or in the Vicinity of  
the Work Site Hired Equipment Form**

<b>General Information</b>	
Company Full Name:	
Billing Address:	
Phone Number:	
Contact Name:	Email:
<b>Vehicle Registration &amp; Insurance</b>	
Attach copies of registration and vehicles that you are requesting be added to Sturgeon County's "Hired Equipment" listing.	
<b>Vehicle &amp; Equipment Preventive Maintenance Program</b>	
<p>Alberta OHS legislation requires suppliers to ensure equipment is: in safe operating condition, maintained in a safe condition in accordance with applicable manufacturer's specifications, and compliant with the <i>Alberta Occupational Health and Safety Act, Regulation and Code</i>.</p> <p>Alberta's "Vehicle Inspection Regulation" and "Commercial Vehicle Safety Regulation" requires all commercially regulated carriers to have a preventative maintenance and inspection program in place which addresses: daily trip inspections, repairs, routine scheduled maintenance, annual CVIP inspections and record keeping of the same.</p> <p>Please provide a copy of your written maintenance and inspection program.</p>	
<b>Equipment Description</b>	<b>Rate (\$/HR)</b>

Authorized Signature:	
Name (please print):	
Date:	

Your personal information is not required, however, if you choose to share any personal information it is collected under the authority of Section 33 (c) of the *Freedom of Information and Protection of Privacy (FOIP) Act* to ensure compliance with our Health and Safety Management System and the *Alberta Occupational Health and Safety Act, Regulations and Code*. If you have any questions about the collection and use of this information, please contact Sturgeon County Access & Privacy Officer at 9613-100 Street, Morinville, Alberta, T8R 1L9 Phone: 780-939-4321 or [foip@sturgeoncounty.ca](mailto:foip@sturgeoncounty.ca).