

## EVALUATION CRITERIA

The prequalification evaluation is used to assess elements of a subscribers' health, safety and environmental prequalification submittal (online questionnaire & HSE-related documentation).

The evaluation considers major elements of occupational health, safety and environmental legislation and industry consensus standards applicable to any organization that executes or oversees risk inherent work. The evaluation does not consider all elements of the online submittal and supporting documentation. The evaluation does not include interviews or field inspections.

Upon completion, the evaluation will be viewable by Users with administrator privileges. Allowing access of the evaluation to clients is controlled by the account administrator.

**All 'Required for Approval' CQN questions and document submittals must be complete in order to be ready for the Evaluation:**

### **Required for Approval Questionnaire components:**

- General Information
- Organization:
  - Corporate Structure, Contracts, Work History/Legal
- OHS Management:
  - H & S and Environmental performance (stats) for the last three years,
  - Regulatory Compliance, Incident Management, Training, etc.
- Environmental Management
- Quality Management
- Contractor Management

### **Required for Approval Documentation:**

- General Liability Insurance Certificate (minimum \$2 million)
- Automotive Liability Insurance Certificate (minimum \$2 million)
- Corporate Health, Safety and Environmental Manual (HSE Manual)
- WCB / WSIB Release letter (Current)
- WCB Premium Rate Statement for the current and past two years.
- Certificate of Incorporation

Once all criteria are complete within the subscriber's account, it is ready for an evaluation.



# EVALUATION & APPROVAL CRITERIA

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## APPROVAL CRITERIA

The following requirements must be met and maintained, to achieve:

### **CQ Network Standard (CQS) approval:**

- A minimum Evaluation score of 60%.
- All 'Required for Approval' CQN questions and documents must be complete.

### **CQ Network Advanced (CQA) approval:**

- A minimum Evaluation score of 85%.
- No single evaluation question scored at '0' (except for questions 1.2 - 1.4).
- An acceptable HSE-MS (upload of Health and Audit Certificate (COR or equivalent) has been completed and is current.
- All 'Required for Approval' CQN questions and documents must be complete.

CQ Network Approved status may or may not qualify a subscriber for work with client organizations. Likewise, failing to achieve CQ Network Approved status may or may not prevent a subscriber organization from qualifying with a client organization. Subscribers are recommended to clarify the use of CQ Network approval with each client they are connected to.

*It is the sole choice of any subscriber to accept CQ Network approval in lieu of, or in addition to, an internal contractor review and approval process. CQ Network is in no way liable for the HSE performance, work performance, field execution or corporate operations of any subscriber.*

## EVALUATION GUIDE

Section 1 - Safe Work Performance	
<p><b>Note:</b> Information in this section is sourced from the subscribers' WCB Premium Rate Statement document metadata and from within the OHS Management section &gt; H &amp; S and Environmental Performance; and Regulatory Compliance.</p>	
<b>1.1</b>	<p><b>Workers' Compensation Data</b></p> <ul style="list-style-type: none"> <li>Points are awarded for maintaining a cumulative WCB rate better than industry average. The calculation includes the previous three (3) years of WCB experience for all provinces, territories and states from questionnaire data.</li> <li>25 Points are awarded being in a discount rate/position.</li> </ul>
<b>1.2</b>	<p><b>Fatal Injuries or Illnesses</b></p> <ul style="list-style-type: none"> <li>50 points are subtracted for each incident resulting in fatality in the previous three (3) years. (H &amp; S And Environmental Performance).</li> </ul>
<b>1.3</b>	<p><b>Prosecutions</b></p> <ul style="list-style-type: none"> <li>25 points are subtracted for each successful prosecution under OHS and / or Environmental legislation in the previous three (3) years. (Regulatory Compliance)</li> </ul>
<b>1.4</b>	<p><b>Citations</b></p> <ul style="list-style-type: none"> <li>15 points are subtracted for each <i>order</i> issued by the OHS and / or environmental regulator. The order must be of a <i>mandatory compliance</i> nature. Orders that are informational or of a <i>voluntary compliance</i> nature are not considered / penalized. (Regulatory Compliance)</li> </ul>
Section 2 - Health, Safety and Environmental Management	
<b>2.1</b>	<p><b>Health and Safety Audit Certificate (or Letter of Intent)</b></p> <ul style="list-style-type: none"> <li>Subscribers that have obtained a Certificate of Recognition (COR), or other acceptable OHSMS audit equivalent, are awarded 50 points.</li> <li>Subscribers that have registered in the COR program with a Certifying Partner are awarded 25 points. Upon attaining the COR certificate, a subscriber may request a follow-up evaluation.</li> </ul>
<b>2.2</b>	<p><b>Policy Statement on Health, Safety and Environmental Care</b></p> <ul style="list-style-type: none"> <li>This document is the foundation of an effective health, safety and environmental management system (HSE-MS).</li> <li>A well-rounded policy statement will support the following key elements: <ul style="list-style-type: none"> <li>Managerial responsibility and accountability for implementation and stewardship of an effective HSE-MS;</li> <li>Provision of adequate financial, human and organizational resources;</li> </ul> </li> </ul>

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	<ul style="list-style-type: none"> <li>· Adherence to regulatory requirements and industry best practices;</li> <li>· Corporate commitment to the protection of people, property and the environment;</li> <li>· Recognition of HSE as a line-management responsibility;</li> <li>· Formalized risk identification and treatment processes;</li> <li>· Methods of ensuring the competence of managers, supervisors and employees.</li> </ul> <ul style="list-style-type: none"> <li>• 15 points are awarded for a suitably comprehensive Policy Statement that has been endorsed by an appropriate executive-level manager.</li> </ul>
<p><b>2.3</b></p>	<p><b>Internal Responsibility System</b></p> <ul style="list-style-type: none"> <li>• The internal responsibility system puts in place an employee-employer partnership in establishing and maintaining safe and healthful workplace. Specific elements include:             <ul style="list-style-type: none"> <li>· Means to establish a responsibility sharing system between management, supervision, employees and line-support functions. Key elements being the implementation and stewardship of formal, written, responsibility statements that specify measurable HSE-related activities and behaviours for management, supervision and employees.</li> <li>· Promotion of the corporate HSE vision, values and culture.</li> <li>· Promotion of industry best practices.</li> <li>· Promotion of legal and corporate compliance.</li> </ul> </li> <li>• 25 points are awarded for identification of formal HSE responsibilities for management, supervision and employees.</li> </ul>
<p><b>2.4</b></p>	<p><b>Right to Refuse Imminent Danger</b></p> <ul style="list-style-type: none"> <li>• This question is tied to provincial OHS legislation. All Canadian provinces and territories have similar legislation designed to protect workers from life threatening situations.</li> <li>• Key responsibilities for employees under the legislation are:             <ul style="list-style-type: none"> <li>· Refuse to perform work that poses an imminent danger.</li> <li>· Report the work refusal to the task supervisor.</li> <li>· Cooperate in the investigation conducted by supervision / management.</li> </ul> </li> <li>• Key duties for management under the legislation are to:             <ul style="list-style-type: none"> <li>· Ensure that no other workers are assigned to the tasks subject to the work refusal.</li> <li>· Investigate the situation and take appropriate actions.</li> <li>· Prepare a written record of the investigation including the actions taken to make the operation safe.</li> <li>· Assign worker(s) to another task during investigation if necessary.</li> <li>· Provide a copy of the investigation to the worker(s) that initiated the work</li> </ul> </li> </ul>

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	<p>refusal.</p> <ul style="list-style-type: none"> <li>25 points are awarded for management standards that prescribe the duties, actions and responsibilities for <u>both</u> management and employees when dealing with imminent danger situations.</li> </ul>
<b>2.5</b>	<p><b>New Site / Project Risk Assessment</b></p> <ul style="list-style-type: none"> <li>This question is tied to provincial OHS legislation that requires the employer to complete a formal, written hazard assessment prior to work. For example, the Alberta OHS Code part 2, section 7(1) and 7 (2) states: <i>An employer must assess a work site and identify existing or potential hazards before work begins at the work site. An employer must prepare a report of the results of a hazard assessment and the methods used to control or eliminate the hazards identified.</i></li> <li>25 points are awarded for a policy and / or management standard that requires completion of a written new site / project risk assessment that typically addresses the physical, geographical, process, chemical, biological, ergonomic and other hazards specific to the area where the work will be executed.</li> </ul>
<b>2.6</b>	<p><b>New Task / Equipment / Process / High Hazard Activity Risk Assessment</b></p> <ul style="list-style-type: none"> <li>This question is tied directly to OHS legislation that requires the employer to identify and assess the workplace on an ongoing basis to identify changes in the workplace or work methods, and risks arising from the implementation of new work processes. For example, the Alberta OHS Code part 2, section 7(4) states: <i>An employer must ensure that the hazard assessment is repeated at reasonably practicable intervals to prevent the development of unsafe and unhealthy working conditions; When a new work process is introduced; When a work process or operation changes, or before the construction of a new work site.</i></li> <li>Most employers meet this legislated duty through implementation of a formalized review of the task by the supervisor and employees assigned to the task.</li> <li>25 points are awarded for a policy and / or management standard that requires completion of a written risk assessment for new jobs, equipment or processes.</li> </ul>
<b>2.7</b>	<p><b>Field Level Risk Assessment</b></p> <ul style="list-style-type: none"> <li>While the legal duty for risk assessment remains with employers and their line-managers in most jurisdictions in Canada, many progressive organizations have established formal processes for employees to use as they move from task to task.</li> <li>There are diverse methods and names for this activity. CQ Network has adopted the term Field Level Risk Assessment (FLRA) given its self-explanatory name and use in the Oil &amp; Gas and Construction sectors.</li> <li>It is not required that the FLRA process be a written and recorded field activity. It may be a set of specific observations and actions repeated and learned by role, or it may</li> </ul>

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	<p>be a card or checklist that is completed by the employee(s) at the task location.</p> <ul style="list-style-type: none"> <li>For more info, visit: <a href="https://www.coaa.ab.ca/library/flra-managers-handbook-with-field-level-risk-assessment/">https://www.coaa.ab.ca/library/flra-managers-handbook-with-field-level-risk-assessment/</a></li> <li>25 points are awarded for a policy and / or management standard that requires employees to assess risks and implement appropriate controls on a task-by-task basis at the specific work location.</li> </ul>
<b>2.8</b>	<p><b>Formal Workplace Inspections</b></p> <ul style="list-style-type: none"> <li>Some, though not all, provincial OHS legislation requires the employer to inspect the workplace on an on-going basis as a proactive means to identify hazards in the workplace.</li> <li>Regardless of legislative requirements, general HSE inspections are a vital loss-prevention activity that organizations of any size and complexity can benefit from.</li> <li>Companies that schedule the inspection activity generally conduct inspections more frequently opposed to those organizations that do not schedule the activity at all. Further, companies that schedule the inspection activity generally conduct inspections of better quality and depth than those organizations that do not schedule the activity.</li> <li>Points are awarded for policy and / or management standard that specify the frequency of the planned inspection activity.</li> </ul>
<b>2.9</b>	<p><b>Group HSE Communications</b></p> <ul style="list-style-type: none"> <li>Effective group communications are essential to long-term HSE success. Frequent, focused and concise group HSE meetings tend to be more effective in maintaining a high-level two-way communication between supervision and employees.</li> <li>This activity is different in intent from risk assessment communications. The intent of group HSE meetings is to discuss workplace issues and be a separate discussion from specific individual tasks.</li> <li>Points are awarded for policy and / or management standards that specify the frequency of the group HSE meeting activity.</li> </ul>
<b>2.10</b>	<p><b>Investigations – Regulatory / Legislated Requirements</b></p> <ul style="list-style-type: none"> <li>All provinces and territories maintain specific OHS reporting requirements for incidents involving significant loss and incidents or with significant potential for loss.</li> <li>Typical reporting requirements include (i.e. Saskatchewan OHS Act, Section 8 &amp; 9): An employer or contractor shall give notice to the division as soon as is reasonably possible of every accident at a place of employment that: <ul style="list-style-type: none"> <li>causes or may cause the death of a worker; or will require a worker to be admitted to a hospital as an in-patient for a period of 72 hours or more.</li> <li>the structural failure or collapse of a structure, scaffold, temporary falsework or concrete formwork;</li> <li>the structural failure or collapse of all or any part of an excavated shaft, tunnel,</li> </ul> </li> </ul>

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	<ul style="list-style-type: none"> <li>· caisson, coffer dam;</li> <li>· the structural failure or collapse of all or any part of a trench or excavation;</li> <li>· the failure of a crane or hoist or the overturning of a crane or unit of powered mobile equipment;</li> <li>· an accidental contact with an energized electrical conductor;</li> <li>· the bursting of a grinding wheel;</li> <li>· an uncontrolled spill or escape of a toxic, corrosive or explosive substance;</li> <li>· a premature detonation or accidental detonation of explosives;</li> <li>· the failure of an elevated or suspended platform; and</li> <li>· the failure of an atmosphere-supplying respirator.</li> </ul> <ul style="list-style-type: none"> <li>• 25 points are awarded for a policy and / or management standard that meets the provincial legislated incident reporting requirements of the subscriber.</li> </ul>
<p><b>2.11</b></p>	<p><b>Investigations – Distribution and Executive / Senior Management Review</b></p> <ul style="list-style-type: none"> <li>• The intent is to determine the process established for ensuring senior management are knowledgeable of serious and major incidents that occur within the organization. It is not required that senior management participate in the investigation process but that they are aware of the incidents that have occurred and are sufficiently knowledgeable / supportive of the remedial actions specified to prevent recurrence.</li> <li>• 25 points: management standards that specify severity based on per incident reporting to senior management. Alternatively, 25 points are awarded for provision of management standards that specify preparation and distribution to senior management of a suitably comprehensive summary report on a monthly basis.</li> <li>• 15 points: for management standards that specify preparation and distribution to senior management of a suitably comprehensive summary report on a quarterly basis.</li> <li>• 10 points: for management standards that specify preparation and distribution to senior management of a suitably comprehensive summary report on an annual basis.</li> </ul>
<p><b>2.12</b></p>	<p><b>Subcontractor Control and Assessment</b></p> <ul style="list-style-type: none"> <li>• The intent is to determine the process established to quantify the risk that may be associated through the use of subcontractors.</li> <li>• Typical processes include a management standard that requires completion of a corporate information questionnaire and provision of standard documents that limit risk or exposure to the client organization.</li> <li>• Questionnaire content typically includes subcontractor contact information, identification of key personnel, work history, capability information, HSE performance data, HSE program specifics, and quality control process.</li> <li>• Minimum document submittal requirements typically include proof of a comprehensive general liability and automotive insurance policy, and proof of a valid workers' compensation account. Other documents may include HSE manual, quality manual, resumes of key personnel, list of available equipment, etc.</li> <li>• 25 points are awarded for management standards that require evaluation / review of an information questionnaire from the subcontractor and provision of key documentation.</li> </ul>



<b>2.13</b>	<p><b>Workplace Hazardous Materials Information System</b></p> <ul style="list-style-type: none"> <li>• This question is tied directly to federal and provincial legislation regarding management of <i>controlled substances</i> in the workplace.</li> <li>• 10 points are awarded for a policy and / or management standard that specifies appropriate WHMIS training for employees exposed to controlled substances.</li> <li>• 9 points are awarded for management standards assigning responsibility to an individual (job title or position description) charged with establishing chemical inventory and material safety data sheets for the controlled substances used or present in the workplace.</li> <li>• 6 points are awarded for management standards established to ensure controlled substances are correctly labeled in the workplace and when decanted.</li> </ul>
<b>2.14</b>	<p><b>Modified Work Policy and Program</b></p> <ul style="list-style-type: none"> <li>• Modified work programs are specified by workers' compensation boards and provincial / territorial <i>duty to accommodate</i> legislation.</li> <li>• Properly implemented and administered modified work programs are effective in managing WCB claims costs and maintaining a healthy, productive work force.</li> <li>• 25 points are awarded for a modified work policy, management standards and requisite forms (physician referral, work restrictions form, modified work offer).</li> </ul>
<b>2.15</b>	<p><b>Substance Abuse Prevention Policy</b></p> <ul style="list-style-type: none"> <li>• Substance abuse prevention is a significant issue for all employers, particularly in high risk industries such as oil &amp; gas, construction, transportation and forestry. The construction industry has established standardized alcohol and drug guidelines known as the <i>Canadian Model for Providing a Safe Workplace</i>. The guideline covers:             <ul style="list-style-type: none"> <li>· Establishment of a policy that addresses the impact of alcohol &amp; drug use in the workplace. The policy will typically reinforce management support of a clean workplace / workforce and will include prohibitions of alcohol and drug possession and use in the work environment.</li> <li>· Educational aspects that: communicate the provisions of the policy and work rule; establish the requirements for compliance and the consequences of non-compliance.</li> <li>· Establishment of resources for treatment of drug or alcohol dependency. Commonly implemented resources include referral of government administered agencies or third party administered employee assistance programs.</li> <li>· Establishment of process for drug and alcohol testing of individuals subject to the policy and work rule.</li> </ul> </li> <li>• 15 points: policy and / or work rule that meets the requirements of the <i>Canadian Model for Providing a Safe Workplace</i>. For more information, visit: <a href="https://www.coaa.ab.ca/library/canadian-model-version-6/">https://www.coaa.ab.ca/library/canadian-model-version-6/</a></li> <li>• 5 points: management standards specifying post-incident / for-cause drug and alcohol testing.</li> </ul>



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	<ul style="list-style-type: none"> <li>5 points: management standards specifying site-access / pre-employment drug and alcohol testing.</li> </ul>
<b>Section 3 - Training, Skills Development and Recordkeeping</b>	
<b>3.1</b>	<p><b>New Employee Orientation Program</b></p> <ul style="list-style-type: none"> <li>25 points are awarded for a policy and / or management standard establishing a suitably comprehensive HSE orientation program for new hire employees.</li> <li>Up to 15 points are awarded for each topic / element covered in the orientation program.</li> </ul>
<b>3.2</b>	<p><b>Supervisors / Managers Orientation / Training Program</b></p> <ul style="list-style-type: none"> <li>This orientation / training program is different in content and tone from the New Employee Orientation Program.</li> <li>As supervisors and managers are considered representatives of the corporation under OHS legislation, the content of this program is geared towards HSE management skills, legislative responsibility and compliance, and due diligence assurance.</li> <li>25 points are awarded for a policy and / or management standard establishing a formal HSE orientation or a suitably comprehensive training program for supervisors and / or managers.</li> <li>15 points are awarded based on the content of the orientation / training program.</li> </ul>
<b>3.3</b>	<p><b>Training Records</b></p> <ul style="list-style-type: none"> <li>Up to 15 points are awarded for management standards specifying the retention and maintenance of employee training records.</li> </ul>