



Please email this Renewal Package to prequalification@blackdiamondgroup.com

The purpose of this renewal form is to provide Black Diamond with an up-to-date basic summary of your company's HSE performance and the content of your HSE program.

The renewal form contains several different questions regarding your HSE program and performance. Applications will be subject to renewal to coincide with insurance renewal.

All questions must be answered thoroughly. Incomplete responses will result in your company's HSE renewal submittal being denied.

To comply with our HSE requirements while working on behalf of Black Diamond on any of our client's sites, we require all subcontractors to provide, at a minimum, the submission of the following information (*check attached*):

- Worker's Compensation Clearance Letter for every province you work in (must be current)
- Certificate of insurance naming
Black Diamond Group Limited
#1000, 440 – 2nd Ave., SW
Calgary, AB T2P 5E9
As additional insured and show **Commercial General Liability with a minimum of \$2,000,000 coverage**
- COR or SECOR Certification (if applicable, Canada only)
- Health, Safety and Environment policies signed current year.
- Table of Contents for Safety Manual (If company safety manual has changed significantly please provide recent copy) in **PDF format** (If applicable)
- Corrective actions for incidents (recordable incidents from past year) and inspections
- Completed renewal Package including Part 2 (If applicable)

All information and the completed renewal form must be submitted to Black Diamond as a **single submittal**. Falsifying any of the renewal responses or submittal requests will disqualify the contractor from being selected indefinitely.

NOTE:

Contractors are required to review all their subcontractors based on the Black Diamond renewal model and work processes. Black Diamond reserves the right to disapprove of any contractor. Depending on the evaluation, the subcontractor may be asked to submit risk mitigation or HSE execution plans.

Contractors will be subject to a random documentation audit performed by Black Diamond Safety representative.



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Part 1

CONTRACTOR INFORMATION

Please check off which Business Unit you are performing work for:

- Camps & Lodging
 BOXX Modular
 Energy Services
 Britco BOXX

CONTRACTOR NAME:		
ADDRESS:		
Street Address		
City	Province	Postal Code
PHONE NUMBER:		
EMAIL:		
BLACK DIAMOND CONTACT PERSON:		

PERSON COMPLETING THE EVALUATION:
TITLE:
SIGNATURE:

Check your Scope of Work		
<input type="checkbox"/> Site set up crews	<input type="checkbox"/> Plumbing, Heating	<input type="checkbox"/> Mechanical/Air Conditioning
<input type="checkbox"/> Electrical/Instrumental	<input type="checkbox"/> Heavy Equipment Operations	<input type="checkbox"/> Site Preparation
<input type="checkbox"/> Welding	<input type="checkbox"/> Trucking	<input type="checkbox"/> Catering
<input type="checkbox"/> OTHER (Specify)		



NOTE: This page must be completed in its entirety. Blank spaces cannot be left and N/A cannot be written. Failure to complete this page **will** result in your company being declined.

1. List your Company's WCB Experience rate for the past year and year to date

Industry Code:	_____	
Industry Classification:	_____	
	20____	20____
Industry Rate	_____	_____
Contractor Rate	_____	_____
% Discount	_____	_____
% Surcharge	_____	_____

* Please indicate discount or surcharge in percentage not dollar value as listed on your Company's WCB Experience Rate Statement

2. Is your WCB Account in good standing? (Please provide letter of confirmation)

Yes	No
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3. Please enter the past year and year to date injury and illness records to complete the following. Please note Black Diamond requires all subcontractors to provide incident statistics.

Year	Current	20____
Number of hours worked	_____	_____
Total number of Employees	_____	_____
Fatalities	_____	_____
Lost Time Injuries	_____	_____
Number of Recordable Injuries	_____	_____
Number of First Aids	_____	_____
1Total Recordable Frequency (TRIF)	_____	_____
2Total Lost Time Frequency (LTC)	_____	_____

1Lost Time Frequency (LTC) Formula =	$\frac{\text{Number of Lost Day Cases} \times 200,000}{\text{Number of Hour Worked}}$
2Total Recordable Frequency (TRIF) Formula =	$\frac{\text{Number of Recordable Cases} \times 200,000}{\text{Number of Hours Worked}}$

CONTRACTOR HSE RENEWAL FORM



Provide a summary of all **recordable** incidents for the **past 1 year (the previous year) and incidents in the current year** that are listed in *Part 1 Section 3*. The summary must include:

- A brief description of each incident & classification, i.e. Medical Treatment case, Lost Workday case or Restricted Workday case
- Time and date of occurrence (s)
- Corrective Actions implemented to prevent any re-occurrences
- The number of lost work days (Severity)

4. Does your company have a written Occupational Health and Safety program? Yes No
If yes, please attach a copy to this document.

If you do not have a written OH&S program or an HSE manual, please sign the following indicating that you agree to adhere to Black Diamond's HSE program. Black Diamond's HSE manual will be provided to you. Black Diamond's Contractor Orientation must be completed prior to start of work. Once approved, a Black Diamond Representative will contact you to make arrangements.

AUTHORIZED REPRESENTATIVE:
TITLE:
SIGNATURE:
DATE:
CONTRACTOR NAME:

5. Does your company have a written Alcohol and Substance Abuse Program? Yes No
If yes, please attach a copy to this document.

If no, is your company willing to work under Black Diamond's Alcohol and Substance Abuse Program?
 Yes No



Part 2

For Companies with 10 or more employees

- 6. Does your company conduct field workplace inspections?
 - a. Yes No
 - b. If yes, who conducts them? (please provide position/title) _____
 - c. How often are safety inspections conducted? _____

- 7. How often does your company hold Toolbox HSE meetings?
 Daily Weekly Biweekly Monthly Less often, as required

- 8. Identify the person (Title) within your company directly responsible for the HSE program administration.

Name	Position
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- 9. Has your company ever received citations from Occupational Health and Safety Regulatory Agency in the last 2 years? Yes No (If yes please explain)

- 10. Are the workers performing the work employees of the company or sub-contractors?
_____ % of work force that are employees
_____ % of work force that are sub-contractors

- 11. If you use sub-contractors do you:
 - a. Qualify the contractors? Yes No (outline qualification process)
 - b. Provide Orientation? Yes No (provide outline)

- 12. Is your company registered with the following?
Complyworks Yes No Membership/Firm #



Black Diamond's General Jobsite Rules

During working hours all employees, including field staff and contract employees, are considered representatives of Black Diamond. As such, we require that everyone working on our sites conduct themselves in a safe and professional manner. The following is a list of basic rules that are to be followed within Black Diamond sites:

- ❖ Report all unsafe conditions or unsafe acts to your supervisor immediately
- ❖ Report all injuries to your supervisor immediately regardless of how minor or major
- ❖ Fighting and horseplay is strictly prohibited and is subject to disciplinary action
- ❖ All required personal protective equipment (PPE) shall be worn at all times when performing a task that requires any such safety equipment. Any employee within close proximity shall also wear the same protective equipment
- ❖ Do not use any defective or unsafe tools or equipment. All damaged or unsafe tools and equipment must be tagged, removed from service and reported to your supervisor immediately
- ❖ Only trained and authorized employees are permitted to operate power equipment or powered mobile equipment. Mobile powered equipment should be operated only after the completion of necessary safety inspections
- ❖ Never have a passenger on your forklift, unless the unit is designed specifically for two people and you have authorization from your supervisor
- ❖ Smoking shall be permitted in designated areas only
- ❖ Safeguards must not be removed from operating machinery if the safeguard is not designed to be removed. A safeguard cannot be removed unless removing it or making it ineffective is necessary to perform maintenance, tests, repairs adjustments or other tasks on equipment
- ❖ No employee shall work under any suspended load
- ❖ All propane, gas, oxygen, fuel and compressed gas bottles must be secured when not in use
- ❖ Proper lifting techniques shall be applied when lifting objects. Ask for assistance if needed
- ❖ Open fires are prohibited at all times
- ❖ Consuming or being in possession of alcohol or non-prescription or illegal drugs on company premises/job site is strictly prohibited
- ❖ Pressurized lines such as compressed air, water or gas must be used with extreme caution. Under no circumstances shall an employee direct the discharge of pressurized lines at themselves or others
- ❖ Discharged fire extinguishers must be reported to your supervisor immediately
- ❖ Rings and loose jewelry is not permitted when working in the shop, yard or on site
- ❖ Long hair (shoulder length or longer) must be contained in a hair net, ponytail or under a hat while working onsite
- ❖ No firearms or weapons are permitted on company property at any time
- ❖ Housekeeping must be maintained at all times. All trash and discarded materials must be placed in the proper containers
- ❖ Running is strictly prohibited
- ❖ Fall protection requirements are to be strictly adhered to
- ❖ Keep doorways, walkways, stairways and exits clear at all times
- ❖ Cords are to be bundled neatly or hung up where practicable. Under no circumstances should coils of cord be left lying across/in walking areas
- ❖ Theft will not be tolerated on any Black Diamond site
- ❖ Graffiti and vandalism will not be tolerated



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ACKNOWLEDGMENT OF BLACK DIAMOND'S GENERAL JOBSITE RULES:

AUTHORIZED REPRESENTATIVE:
TITLE:
SIGNATURE:
DATE:
CONTRACTOR NAME:



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Definitions

First Aid Case	Any one-time treatment and subsequent observation of minor scratches, cuts, burns, splinters, and so forth which do not require medical care even though provided by a physician or registered professional personnel. These are not included in the TRIF calculation.
Medical Treatment Case	Any treatment (other than for first aid) administered by a physician or by a registered professional personnel under the standing orders of a physician. These are not to be confused with First Aid Cases.
Lost Workday Case/ Lost Workday	An injury involving time away from work. Time begins on the day following the injury and includes all regularly scheduled workdays. Weekends or days when no actual work time is lost because the employee could not have worked even if not injured are not included.
Restricted Workday Case	Any work-related or incurred injury/illness which involves days of restricted work activity.
Recordable Injury	Work related or incurred injury/illness, which required medical attention by a physician; as opposed to treatment by a physician, which is of a first-aid only or one-time (non-serious) nature. Medical Treatment - Any treatment (other than for first aid) administered by a physician or by a registered professional personnel under the standing orders of a physician.
Injury Classification	First Aid, Recordable and Lost Time Cases shall only be counted as one of these noted classifications. WCB claims will also be counted in one of these classifications, in accordance with the criteria.
Total Lost Time Frequency (LTC)	This incidence rate is based upon the total number of cases, which resulted in days away from work, which occurred during the period covered by the rate. Do not lump all estimated day lost in one month's report. For example, if the estimated days lost amounts to more than the monthly reporting period, days lost in excess of the monthly reporting period will be carried over to the subsequent monthly report(s).
Recordable Incidence Rate (Incidence Rate of Recordable Cases)	This incidence rate is based upon the total number of recordable cases, which occurred during the period covered by the rate.
WCB Claim	Any work-related or incurred injury/illness which requires a First Report of Injury/Illness form and/or generates a medical bill.
Employee or Exposure Hours	The total number of employee hours worked by all employees including those in operating, production, maintenance, transportation, clerical, administrative sales and other activities. (Calendar each month and calendar year to date)
Work-Related Case	An injury or illness suffered by an employee, which results from a work accident or from an exposure involving a single incident in the work environment or an illness caused by exposure to environmental factors associated with employment. Occupational Injury - Any injury such as a cut, fracture, amputation, etc., which results from a work accident or from an exposure involving a single incident in the work environment. Occupational Illness - Any abnormal condition or disorder of an employee, which results from an exposure to environmental factors associated with employment.
Work Environment	Comprised of the physical location, equipment, materials processed or used, and the kinds of operations performed by an employee in the performance of his work, whether on or off an employer's premises.
Establishment	A single physical location where business is conducted or where services or industrial operations are performed.

NOTE: A single incident is not to be counted in more than one category.

Part 3

Transport Companies Only

Instructions:

This section is to be completed by applicant wishing to supply transport services for Black Diamond Group or firms identified as Commercial Carriers. It shall be completed in conjunction with the previous section.

Scope

Motor vehicle incidents business operations:

- Licensed company owned, leased, or rented vehicles (employee or contractor drivers)
- Employee driving a personal vehicle for **business use**

Exclusions:

- Contractors driving non-company owned, leased or rented vehicles
- Non-business use of a licensed company owned, leased, or rented vehicle (employee or contractor drivers). See definition of Business Use of a Vehicle.

Are you in good standing with the Transportation Regulatory Board in your jurisdiction?

Yes No

All firms rated as a commercial carrier must provide:

- **Copy of current Carrier Profile**

Please enter the **past year and current year to date** injury and illness records to complete the following. Please ensure subcontractors(if applicable) are included in these statistics

Year	Current	20____
Number of Kilometers Driven	_____	_____
Vehicle Collisions *	_____	_____
Non Collision Incident *	_____	_____
Number of Speed Violations	_____	_____
Total Vehicle Incident Rate	_____	_____

*To be used in calculating Total Vehicle Incident Rate

Definitions

• **Reportable Motor Vehicle Incident** – A reportable motor vehicle incident is any incident involving a licensed **motor vehicle** while on **business uses** which results in a recordable injury, vehicle damage or other property damage.

Who was injured, what property was damaged, the amount of damage, where the incident occurred (on or off-road), is not a factor.

The following Motor Vehicle Incidents are deemed **non-preventable by the driver** and are therefore, not reportable to Black Diamond Group. If however, a company determines through investigation that a particular incident (of the type listed below) was preventable (driver failed to take reasonable precautions) they must report it to preserve the intent of capturing preventable vehicle incidents.

- **Properly Parked** - The vehicle was properly parked at the time of the incident (see "Properly Parked Motor Vehicle")
- **Animal Strikes** - The vehicle is damaged due to striking or being struck by an animal.
- **Standing in Traffic** - At the time of the vehicle incident, the vehicle is stopped in a traffic lane in response to an officer, signal, stop sign, or to traffic conditions.
- **Road Debris, Rocks, Gravel, Tar** - Damage caused solely by striking road debris (e.g. potholes, a nail, truck tire tread) as well as rocks or gravel thrown by vehicles, or by getting road tar on the vehicle. However, if rocks or gravel thrown from the vehicle causes a subsequent motor vehicle incident causing injury, vehicle or property damage the incident is a motor vehicle incident.
- **3rd Party Citations** - Vehicle incidents in which the 3rd party receives a citation and the company vehicle operator does not.
- **Flood, Earthquake, Lightning, Natural Disasters, etc.** - Incidents that result in injury, vehicle or property damage solely as the result of floods, earthquakes, lightning, etc., are not motor vehicle incidents. However, if a driver enters high water resulting in injury, vehicle or property damage, the incident is a motor vehicle incident.
- **Properly Parked Motor Vehicle** - A properly parked motor vehicle is one that is completely stopped and parked where it is legal to park such a vehicle or to stop for the purpose of loading or unloading persons or property.
- **Motor Vehicle** - A licensed Company-owned vehicle (COV), employee-owned vehicle (EOV) on **business use**, or a Company rented or leased vehicle. It does not include pieces of equipment operated as vehicles on fixed rails, industrial forklifts, road building machinery, crawler cranes, draglines, farm equipment, or similar equipment. The load (e.g. trailer) on a motor vehicle is to be considered a part of the vehicle, if a motor vehicle incident occurs that involves the load.
- **Business Use of a Vehicle** - Business use of a company-owned, leased, or rented vehicle is applicable to employees and contractors and includes all Kilometers driven while on duty, including commuting to and from work, driving to and from a call-out location and going to and from lunch. Business use of a personal vehicle includes all Kilometers driven which the employee is eligible to be reimbursed for the mileage driven.
- **Total Vehicle Incident Rate** – The total vehicle incident rate is the number of motor vehicle incidents per one million Kilometers driven for business use and is calculated as follows:

$$\text{Total Vehicle Incident Rate} = \frac{(\text{Vehicle Collision} + \text{Non-Collision Incidents}) \times 1,000,000}{\text{Business Use Kilometers Driven}}$$

Interpretations

- **Motor Vehicle Incident** - Any vehicle or property damage shall be considered in determining a vehicle incident, regardless of the amount of damage, cost of the repair or whether the repair is actually made. Incidents involving the use of incidental equipment such as cranes and related equipment mounted on a motor vehicle are not to be considered motor vehicle incidents unless the motor vehicle is a licensed vehicle being operated as a motor vehicle at the time of the incident.
- **Non- collision Incidents** – Non-collision incidents such as the upset, rollover, jackknife, or run-off-the-road type incidents that cause injury, vehicle or property damage are motor vehicle incidents.
- **Two Vehicles – Same Company** - If two vehicles of the same company collide, the Incident is to be considered as two motor vehicle incidents unless one of the vehicles was properly parked.
- **Driverless Motor Vehicle** (Runaways, Etc.) - Injury, vehicle or property damages resulting from an incident caused by a driverless motor vehicle in motion are motor vehicle incidents.
- **Shifting Cargo** (Abrupt Stops, Starts, Turns) - When abnormal driving (fast starts, stops, or excessive speed on turns or over rough roads, detours, etc.) causes the shifting of cargo, which results in injury, vehicle or property damage (other than the cargo), the incident is a motor vehicle incident.

- **Injury to Pedestrians or Bystanders** - Incidents that result in injury to pedestrians or bystanders caused by contact with a moving vehicle, or an object carried on or set in motion by the vehicle are motor vehicle incidents.
- **Persons Falling From Motor Vehicle** - Injury, vehicle or property damage that result from persons falling from moving motor vehicles are motor vehicle incidents. However, if the vehicle is properly parked, such incidents are not motor vehicle incidents.
- **Vehicle Evasive Action** – If injury, vehicle or property damage results from an incident caused by an effort of the driver to evade some person or object, the incident is a motor vehicle incident.
- **Carbon Monoxide, etc.** Incidents that result in death or illness solely because of inhalation of carbon monoxide exhaust gases, etc., are not motor vehicle incidents. However, if for example, a driver becomes drowsy from breathing carbon monoxide and the vehicle then runs off the road and turns over, the incident would be a motor vehicle incident.
- **Firearms** - Incidents that result in injury, vehicle or property damage solely as the result of the discharge of firearms are not motor vehicle incidents. However, if, for example, a bullet strikes a driver and he then loses control of the vehicle and hits an object, the incident would be a motor vehicle incident.
- **Established Intent to Injure or Cause Property Damage** - Incidents that are established by investigation as being planned by the company driver for the purpose of injuring or causing property damage are motor vehicle incidents.
- **Incidents on Private Property** - Whether an incident happens on the public highways or on private property is not a factor.
- **Roadway or Driveway Damage** - Damage to a roadway or driveway, on private property, driven over with the owner's consent, caused solely by the weight of the vehicle is not a motor vehicle incident. If injury, vehicle or other property damage occurs because, for example, a vehicle skids or is driven off the driveway, the incident is a motor vehicle incident.
- **Mechanical Failures** - Mechanical failures that result in damage to the failed parts of the vehicle only (clutch burnout, gear stripping, tire failures, etc.) are not motor vehicle incidents. Failures (such as tire or brake failures) that result in incidents that cause injury, further vehicle damage or property damage are motor vehicle incidents.
- **Towing or Pushing** - Damage resulting from towing or pushing operations alone is not a motor vehicle accident. If injury or property damage occurs because, for example, the tow rigging fails and the vehicle gets away, the incident is a motor vehicle accident.
- **Repair and Servicing** - Injury, vehicle or property damage occurring from repair or service work alone (vehicle falling off jack or hoist, tire explosion while inflating, finger cut by fan belt, etc.) is not a motor vehicle incident. If injury, vehicle or property damage occurs because of, for example, an incident while the vehicle is being driven (by company employee) to test brakes, etc., the incident is a motor vehicle incident.
- **Fires or Explosions** - Fires or explosions, or both, causing injury, vehicle or property damage, that are not the result of a motor vehicle incident or do not cause such an incident, as elsewhere defined, are not motor vehicle incidents.
- **Objects Falling on a Motor Vehicle** - Damage resulting solely from objects falling on a motor vehicle -- for example, a tree falling on a vehicle in a wind storm, objects dropped from an overpass or building construction job --- is not a motor vehicle incident. If injury, vehicle or property damage occurs because the driver attempts to dodge a falling object, the incident is a motor vehicle incident.
- **Objects or Liquids Falling From a Motor Vehicle** - When objects or liquids fall from a company motor vehicle or from an employees' personal vehicle being operating for company use which causes injury, vehicle or property damage other than to the object or liquid, the incident is a motor vehicle incident. If the object or liquid falls from a 3rd party motor vehicle and strikes the company vehicle the incident is not a motor vehicle incident. If however the company vehicle operator attempts to dodge the object or liquid and as a result an injury, vehicle or property damage occurs (other than caused by the falling object or liquid) the incident is a motor vehicle incident.
- **Off-Road Minor Wear and Tear** – Vehicle damage (paint scrapes etc.) from contact with grass and brush or items concealed within brush consistent with normal operations performed off-road or on the Right-of-Way are not motor vehicle incidents