



Electrical Contractor Acknowledgement Form

In an effort to eliminate Health & Safety risks in the workplace, Town of The Blue Mountains (Town) is requiring all Contractors working in, on or around electrical systems at Town facilities to acknowledge the following:

1. Any worker performing work in, on or around live electrical equipment shall adhere to the most current and stringent regulations of the *Ontario Health & Safety Act (OHSA)*, CSA Z462 standard, Ontario Electrical Safety Code and Town Policies. It is the Town's expectation that there will be **NO LIVE WORK** completed on its sites.
2. The Town requires that ALL WORKERS completing or supervising electrical work at Town facilities submit copies of current training completion certificates for CSA Z462, and Control of Hazardous Energy (Lock-out/Tag-out) and any additional qualifications (**see Appendix A**).
3. The Town expects Contractors will supply the Town with an updated list on an annual basis. It is the contractor's responsibility to provide additional notice as soon as possible in the case of new employees, changes to qualifications and any other relevant training.
4. The Town expects Contractors to include photo documentation that the system that was being serviced was locked out and tagged, tested and verified to meet all applicable safety legislation to accompany the invoice for the work.
5. The Town reserves the right to withhold payment until the photo documentation mentioned above is received, as proof of compliance with the CSS Standard is a condition precedent for payment.

I have read the above notice and understand the requirements. I verify that the workers completing and supervising the work are aware of any risks and have the appropriate training, tools, PPE and knowledge to complete the assigned tasks. All work will be completed in accordance with the most recent OHSA, CSA Z462 standard, Ontario Electrical Safety Code and Town Policies. **NO LIVE WORK WILL OCCUR.**

Representative: _____

Company: _____

Signature: _____

Date: _____

Appendix A: Electrical Contractor’s Declaration of Training

Electrical Training Certificates

Business Name: _____

Completed By: _____

Employee Name	Control of Hazardous Energy (LOTO)	CSA Z462	ECRA/ESA Electrical Contractor License	Additional Courses	Is a copy of the certificate attached (Yes/No)

To be completed for **ALL WORKERS completing or supervising** electrical work at Town facilities

- Contractor will supply an updated list on an annual basis
- It is the contractor’s responsibility to provide additional notice as soon as possible in the case of new employees, changes to qualifications and any other relevant training.