



DISTRICT SCHOOL BOARD ONTARIO NORTH EAST

Schumacher Board Office
Mailing Address: Box 1020
Timmins, ON P4N 7H7
Street Address: 153 Croatia Avenue
Schumacher, ON P0N 1G0
Tel.: (705) 360-1151
Fax: (705) 268-7100

New Liskeard Board Office
Mailing Address: R. R. #1
New Liskeard, ON P0J 1P0
Street Address: 198022 River Road
New Liskeard, ON P0J 1P0
Tel.: (705) 647-7394
Fax: (705) 647-9212

To: Contractors doing work on School Board Property
Subject: Procedures for contract work on School Board Property

When District School Board Ontario North East issues a purchase order for your company to do work on Board property, the following procedures are to be followed:

The following documentation is to be submitted prior to starting any work:

- **Proof of Liability Insurance Coverage (2 million)**
- **WSIB Clearance Certificate**
- **Criminal background check (with vulnerable section checked) for staff visiting the schools**

(Scanned or faxed copies are acceptable)

You are to advise your School Board contact as to when the work is to be scheduled so that the school can be informed prior to your arrival.

Your staff members are to sign-in at the school when they arrive.

If the work involves touching the fabric of the building or mechanical systems and a customized Designated Substance Survey was not submitted to you, inform your School Board contact prior to doing any work.

There shall be no vehicular movement on the building property between the hours of 8:00 am and 4:30 pm on school days, unless supervised by one or more persons on foot who can control the vehicle operator and pedestrians moving in the area.

There shall be no Hazardous Materials (under WHMIS regulation) to be brought onto School Board property without prior notification and current MSDS. Personal protective equipment and storage requirements for these products are to be followed by the Contractor.

District School Board Ontario North East may also request documentation on your company's Health and Safety record, procedures and training prior to performing any work to ensure healthy and safe practices are being followed.

District School Board Ontario North East is currently working on a Contractor Services Program regarding the above procedures.

Feel free to contact me should you have any issues with the above.

Sincerely,

Carole Horton
Manager of Building Services