

**Policy Subject / Title – Procedure for Contracting Work – Workers’ Compensation**

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**POLICY PROCEDURE:**

- 55.01 That all awards of contracts for work carried out by the Region of Queens Municipality require, as a prerequisite, a clearance certificate from the Workers’ Compensation Board where the contract is \$10,000.00 or higher.
- 55.02 For work carried out by contractors where the contract is less than \$10,000.00, the contractor shall be requested to provide a certificate of clearance from the Workers’ Compensation Board, however, failure to provide such a certificate will not disqualify the contractor, but shall be covered under the Region of Queens Municipality’s coverage.
- 55.03 The cost of Workers’ Compensation coverage for contractors that must be covered by the Region of Queens Municipality, as outlined in 55.02 above, shall be added to the cost of tender, quotes, etc. in determining the best bid for acceptance.
- 55.04 The Department Head that is responsible for issuing a tender or contracting any contractor to perform work for the Region is responsible to ensure that clearance certificates are obtained and submitted to the Finance Department.

**Approved by Council:**

**August 16, 2004**