REQUEST FOR PROPOSALS FOR THE SUPPLY OF DIESEL FUEL TO THE DOMINICA ELECTRICITY SERVICES LIMITED

MARCH, 2023

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1 INTRODUCTION AND OBJECTIVES

1.1 Intent of this Document

Proposals are invited for the supply of diesel fuel from Tenderers, for a period of three years, commencing the April 1, 2023. The product to be supplied shall be used for the production of electricity by The Dominica Electricity Services Limited at the Fond Cole and Sugar Loaf power plants. Detailed specifications of the product are provided in **Appendix 1** of this document.

Tenderers are at liberty to append further details deemed desirable to the Tender Documents. Such details shall not be binding upon the Dominica Electricity Services Limited.

1.2 Corporate Background

The Dominica Electricity Services Limited, hereinafter called the Buyer, is an investor-owned, vertically integrated electric utility, which supplies electricity to the island of Dominica. The Buyer operates diesel engine driven electricity generating units at the Fond Cole Power Station in Fond Cole in the parish of St. George, which is part of the greater Roseau area (Roseau and environs), and also at the Sugar Loaf Power Station in the parish of St. John, near the Portsmouth area in the north of the island. The annual consumption by these two power stations are indicated in Table 1 below.

Table 1

FUEL QUANTITY (IG)		
Year	**Fond Cole**	**Sugar Loaf**
Average Pre Maria	2,450,000	1,450,000
2017	1,462,055	916,581
2018	1,501,694	870,411
2019	2,833,795	1,350,482
2020	2,904,424	1,547,356
2021	3,042,456	1,590,593
2022	2,846,846	1,652,845

The electricity requirements of Dominica are not only supplied by production of electricity from the diesel plants at Fond Cole and Sugar Loaf power stations, but also from the hydro power stations in the Roseau Valley/on the Roseau River.

As these hydro plants are ‘run of the river’ plants, their production depends largely on the quantity of rainfall in the catchment areas, which impacts the amount of water flowing in the Roseau River. As a result of this the annual usage of fuel oil may vary by as much as 10% upwards or downwards from the annual average usage depending on the annual rainfall in the various catchment areas.

2 DESCRIPTION OF PRODUCTS AND SERVICES REQUIRED

PRODUCTS AND QUANTITIES

2.1 Fuel Supply Quantity

The product supplied shall be for the exclusive use and consumption by the Buyer in its generating units as set out above **(Section 1.2).**
The projected total annual quantity of diesel fuel to be supplied is detailed in Table 2.

Table 2

Year	Projected Annual Quantities, Imperial Gallons
2023	4, 571,686
2024	4,644,833
2025	1,532,794
2026	1, 470,700

The above figures represent reasonable estimates of requirements from the date of the commencement of the contract in 2023 to the date of the end of the contract in 2026, but may be substantially altered in case of:

a. Changes in equipment or operations by the Buyer
b. Variations in electricity demand on the island
c. Variations in the annual rainfall in the catchment area of the Roseau River.
d. Other factors outside of the Buyer's control

The Government of the Commonwealth of Dominica has announced its intention to construct a geothermal power plant in Dominica, to supply energy to the electricity grid operated by the Buyer. Based on our discussions with the government entities involved in the establishment of the geothermal power plant, we anticipate that date for the commencement of full commercial operations of this plant will be sometime after 2024. It is expected that whenever such a plant comes on stream it will result in a significant reduction in the quantity of fuel required by the Buyer on a normal basis. Once the Buyer has more concrete information verifying the date for full commercial operations, it will use its best efforts to provide adequate notice to the Tenderer of any changes in the projected annual supply volumes.

2.2 Fuel Deliveries

The Tenderer shall deliver fuel oil to the Buyer's generating stations by tanker truck. The Buyer will monitor the level of its storage tanks on a daily basis, prepare orders for fuel and send them to the Tenderer. The Buyer requires the Tenderer to deliver the quantity of

fuel ordered, on the day requested, irrespective of weekends or holidays. The Tenderer shall manage the delivery process.

2.3 On Island Fuel Storage

The successful Tenderer shall be required to maintain a **minimum of** Two Hundred and Fifty Thousand imperial gallons on the island of Dominica, for the sole use by the Buyer. This represents approximately twenty (20) days of storage based on the projected annual average consumption for the first two (2) years of the agreement, i.e. 2023 and 2024. If however, the projected consumption for 2025 (as per Table 2) materializes, then the minimum on island storage for 2026 will be reduced to one hundred thousand (100,000) imperial gallons. This is critical for an island utility such as the Buyer's with respect to the maintenance of fuel supply security for the nation in the event of any major events/issues/threats.

2.4 Fuel Quality

The quality of fuel to be sold and delivered hereunder shall conform to the specifications set out in **Appendix 1**. The standard test methods, or equivalent, that are to be used to verify conformation to the product quality are also set out in **Appendix 1**.

The successful Tenderer shall supply certificates of quality for fuel received from the refinery intended for purchase by the Buyer, as well as certificates of quality for fuel in the successful Tenderer's tanks intended for delivery to the Buyer to verify that the product conforms to the agreed specifications as stated in Appendix 1. The successful Tenderer shall provide an appropriate sampling point for sampling of the diesel fuel prior to entering the Buyer's Storage tanks.

The Tenderer shall provide the Buyer with details regarding sourcing and delivery of the diesel fuel that will be purchased by the Buyer. Secondary source and method of delivery shall also be provided, in the event that the primary source and/or method of delivery are interrupted. The Tenderer shall inform the Buyer of any change in source of product prior to delivery.

2.5 Safety and Environmental Policies and Procedures

Throughout this tender process, and also in the event of a successful award, the tenderer shall comply with the Buyer's Safety, Health and Environmental policies and procedures. The tenderer is therefore required to:

2.5.1 Comply with all aspects of the Buyer's Contractor Work Safety Procedures. The aspects relevant to this tender process are as per the forms in Appendices 2 and 3.

2.5.2 Shall provide the Buyer with an outline of the Tenderer's Safety and Environmental policies and procedures. This will include but is not limited to policies and procedures used to mitigate oil spills associated with the transport and delivery of fuel oil via tanker trucks to the Buyer's Storage tanks.

2.6 Prices

The Buyer intends to have a detailed pricing arrangement for fuel oil delivered. Tenders shall be evaluated using the pricing formula outlined below

The price P in Eastern Caribbean Dollars per imperial gallon shall be calculated for each release as per the following formula:

P = A + B + C where:

A = Base Index Price, which is the mean of the prices in US dollars published in Platts S&P Global's North American Crude and Products Scan under the section, US Gulf Coast waterborne, Middle Distillates, Gasoil, No.2, on the date of the off-loading into the Tenderer's tank in Dominica and the two postings immediately preceding the date of the off-loading converted to EC dollars per imperial gallon.

In the event Platts S&P Global ceases to publish the US Gulf Coast posting for Gasoil No. 2, then the Parties will agree on an alternate index.

B = Fixed margin (overheads, profit, shipping, freight, trucking, etc.)

C = Excise Tax. The Excise Tax is presently EC$1.19 per imperial gallon and is subject to modification based on any change in the taxes, levies and duties charged by the Government of the Commonwealth of Dominica for the importation or sale of diesel fuel to the Buyer in Dominica.

Government taxes and VAT are excluded for the purpose of the tender evaluation, but would be passed on to the Buyer for the purpose of invoicing the Buyer.

2.7 Tenderer's Profile and Staffing

The Tenderer must satisfy the following requirements:

2.7.1 Experience

a. A company which has been a fuel supplier for at least fifteen consecutive years.
b. A company which has been a fuel supplier for less than fifteen consecutive years but which is the subsidiary of a company which itself has been a fuel supplier for at least fifteen consecutive years. In such a case the parent company must be a party to the contract.

2.7.2 Incorporation

a. A company which is duly incorporated in the Commonwealth of Dominica at the time of award.

2.7.3 The Tenderer shall provide the Buyer with details regarding its product liability

insurance with a reputable insurer in an amount no less than Two Million United States Dollars (US$2,000,000), and post a performance bond in an amount to be specified by the Buyer to cover non-product quality related breaches of the contract.

2.7.4 The Tenderer shall provide the Buyer with details regarding the Tenderer's staffing that will be used to administer the contract.

2.7.5 The Tenderer shall provide the Buyer with a profile of the Tenderer's Company including organizational chart, financial strength and technical capabilities.

3 DETERMINATION OF QUANTITY AND QUALITY

3.1 Quantity

Quantities ascertained shall be corrected to quantities at 60ºF, all in accordance with accepted practices and standards of the petroleum industry, as agreed between the Buyer and the Tenderer. Additionally, monthly quality inspection reports shall be performed by the Tenderer on each sample of fuel as specified by the Buyer and furnished to the Buyer. The unit of measure of the fuel will be imperial gallons, and specified at the agreed temperature (60ºF). The Tenderer is required to supply appropriate temperature compensated fuel meter (Receiving Fuel Meter) for measuring the quantity of fuel supplied. Said fuel meter must be fitted with the appropriate air elimination device mounted directly on the fuel meter. Additionally, The Tenderer will also be required to install another air elimination device, at least three (3) feet upstream of the Receiving Fuel Meter to ensure the complete elimination of air/gases from the measuring process. The successful Tenderer shall test and calibrate the supply meter at intervals not exceeding six (6) months or Two Million Five Hundred Thousand imperial gallons of product throughput, whichever comes first. The Tenderer shall notify the Buyer a minimum of seven (7) days before any testing and/or calibration is carried out on the meter, and the Buyer shall have the right to send a representative to witness all tests and calibrations which are performed on the meter. The calibrations are to be documented, signed and witnessed by the Buyer's representative and a copy forwarded to the Buyer, before the meter is returned to service.

In the event that the Receiving Fuel Meter develops any technical issue, which has affected its accuracy, the successful Tenderer shall immediately repair/replace same and have the repaired/replacement meter recalibrated immediately. During the period of the issue, i.e. from the date of discovery of the issues, until date of confirmed repair, the fuel meter readings shall be discarded, and the quantity received determined as follows;

1. From the Buyer's fuel meter installed downstream of the Tenderer's fuel meter. Provided that:

a) The difference between the Buyer's fuel meter, and the Buyer's receiving fuel tanks' dipstick readings is less than one percent (1%). Hereafter called the Regulatory Threshold

b) If the difference as per 1(a) above, is one percent (1%) or greater, then:

    i. The lesser of the two is used.

3.2 Quality

- The Buyer shall have the right to decline any delivery or part delivery of the product not meeting such specifications as in Appendix 1.

3.3 Billing

The fuel becomes the property of the Buyer after passing the temperature compensated supply meters located on the Buyer's premises, which the Buyer and the Tenderer have agreed will be used for billing. The fuel will be billed on individual readings recorded by the meter in the pipeline to the Buyer's tanks and billing is to be done monthly for the period 1st of the month to month-end.

3.4 Terms of Payment

All products delivered during a calendar month will be due for payment 60 days after the end of that month.

4 VENDOR INSTRUCTIONS

4.1 Contact Person

Any further information required for this request for proposal may be obtained from:

Dave Stamp – Generation Manager
C/o Dominica Electricity Services
18 Castle Street
Roseau
Commonwealth Of Dominica

(767) 255-6170 or (dave.stamp@domlec.dm)

4.2 Submission of Tenders

Tenders must be submitted as follows:

4.2.1 Physical Delivery

In duplicate, in sealed envelopes marked on the outside **FUEL SUPPLY TENDER** and bearing the name and address of the Tenderer. Both duplicates are to be placed in an envelope, sealed and the outer envelope addressed to:

The Generation Manager
C/o Dominica Electricity Services
18 Castle Street
Roseau
Commonwealth Of Dominica

The outer envelope shall also be marked on the outside **FUEL SUPPLY TENDER**.
No markings indicating the name/address of the Tenderer shall be placed on the outer

envelope.

4.2.2 Electronic Delivery

Emails to be captioned **FUEL SUPPLY TENDER**, and addressed to dave.stamp@domlec.dm

All tenders must be delivered by **15:00 hrs. on March 24, , 2023.**

4.3 Evaluation Schedule

Tender Opening

The tender opening shall take place at **15:00 hrs. on March 27, 2023 online as per details below**.

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Representatives of the Companies, which have submitted tenders, are invited to attend the tender opening.

5 PROCEDURE FOR AWARDING CONIRACT

5.1 Bid Evaluations

The Buyer may make such investigations as it deems necessary to determine the qualification and ability of the Tenderer to carry out the supply, and the Tenderer shall furnish to the Buyer all such information and data required for this purpose.

The Buyer reserves the right to not accept the lowest or any tender.

If the parties are unable to conclude negotiations for a contract within three months of the award the Buyer reserves the right to select the next most eligible bid or to go back out to public tender.

6 APPENDICES

6.1 Appendix 1 Product Specifications and Test Method

PARAMETER	ASTM TEST METHOD	MINIMUM	MAXIMUM
API GRAVITY AT 60°F	D1298	32	38
COLOR ASTM	D1500		2.0
DISTILLATION (°C)	T90 T95		338 360
LOWER HEATING VALUE, kJ/kg		42,500	
CETANE INDEX	D976	45	
FLASH POINT (°C)	D93	62	80
POUR POINT (°C)	D97		2
VISCOSITY (SUS @ 40°C)	D445	1.0cst	4.1cst
CORROSION, COOPER, 3HR @ 100°C	D130		1
SULPHUR, WEIGHT %	D2622/4294		0.5
ASH, WEIGHT %	D482		0.01
SEDIMENT, WEIGHT %	D473		0.01
WATER, VOLUME %	D95		0.05
CARBON RESIDUE RAMSBOTTOM WEIGHT %	D524		0.15
TOTAL ACID NUMBER, mg/KOH/gm	D974		0.1
PARTICULATES, mg/US gallon			3.0

6.2 Appendix 2 **Contractor Job Hazard Analysis Sheet**

SITE / LOCATION	TASK/ACTIVITY	DATE:
PREPARED BY:	REVIEWED BY:	CONTACT PERSON:

Job Hazard Analysis / Job Safety Analysis

Assess the Risk — What can go **wrong** or cause **Harm**? What are the things that can Negatively Impact the work? What are the Materials being used? Are there Electrical, Chemical, Gravitational or Explosive hazards? What Equipment is being used? What Personnel Protective Equipment is being use? What Process is being used? Are there any Safety Barriers?

Risk Reduction — Analyze the job and identify all the Potential Hazards. Determine the Risk Reduction Measure(s) used to reduce the risk. Implement the risk reduction measure. (Process, procedure, equipment, barriers) Communicate the risk reduction measure(s) to persons, including the contact person.

Things to consider while working safe

Please tick (√) in the check box to make the relevant selection.

Environment Hazards			
☐	Excessive Noise	☐	Chemical Exposure
☐	Poor Lighting	☐	Sharp Edges
☐	Poor Ventilation	☐	Uneven Terrain
☐	Overhead work	☐	Lifting loads
☐	Pinch Points	☐	Weather
☐	Foot Injuries	☐	Energy Sources
☐	Buried Services	☐	Heated Surfaces
☐	Other: _		

Equipment Being Used			
☐	Hand Tools	☐	Powered Tools
☐	Air Tools	☐	Hoses
☐	Scaffolding	☐	Ladders
☐	Aerial Device	☐	Lifting Equipment
☐	Chemicals	☐	Special Equipment

Special Conditions for Safety	
☐	Admin Controls (Signage)
☐	Equipment Inspections
☐	Permits

Specific Testing for Safety	
☐	Gas Testing (Air quality)
☐	Voltage testing
☐	Pressure Test (air,water,oil,etc)
☐	Other Testing:_

Skilled Contractors on Site	
☐	Welders
☐	Civil
☐	Equipment Operator
☐	Safety Person
☐	Other:

Personnel Protective Equipment Required			
☐	Eyewear	☐	Goggles (welder etc)
☐	Face Shields	☐	Fire Retardant Clothes
☐	Hard Hat	☐	Gloves
☐	Safety Harness	☐	Safety Shoes
☐	Hearing Protection	☐	Protective Clothing
☐	High Visibility Vest	☐	Other:_

Immediate Hazards			
☐	Electrical Contact	☐	Confined space
☐	Welding	☐	Falling from Height
☐	1Excavation	☐	Heated Area
☐	Feces	☐	Pedestrian traffic
☐	Moisture / Water	☐	Vehicular traffic
☐	Other: _____		

Note: DOMLEC employees have been given the authority to stop any contractor who is working on behalf of DOMLEC or on DOMLEC sites from working unsafe. Contractors are to adhere to their instruction and when in doubt contact the contact person

Environmental Hazards section

This section attempts to capture the surroundings which negatively impact the work at hand. DOMLEC expects that with each associated selection there is a corresponding action taken to minimize the effect of the hazard and ensure the work is completed safely.

Equipment Being Used section

Briefly captures the various types of equipment being used to complete the work. In addition, the equipment must be checked prior to use to ensure it is fit for use and is use as instructed by its standard operating procedure or Material Safety Data Sheet. Moreover, DOMLEC requires that persons are competent or license to operate the equipment.

Skilled Contractors on Site section

This section is used to indicate that contractors with specialized skills would be on site. This includes but not limited to crane operators, electricians etc. When such persons are working on behalf of the contractor it is encouraged that those persons are qualified and certified (includes licensed) to conduct the work as proof of their competency. Safety persons can be dedicated observers who may not be certified, however, it is also expected that those persons are made aware of their responsibility and role regarding safety.

Special Conditions for Safety section

This section highlights the intent to use special processes to moderate the hazards. Administrative Controls are either a safe method (process) or methods of communication to persons to ensure the work is being conducted safely. This includes but not limited to use of permits, unique work flow, caution signs/tape, communication to DOMLEC employees and/or third parties etc.

Special Testing for Safety section

This section highlights any pretests which would be conducted to ensure the work site is safe to conduct work. Gas testing (air quality) identifies any hazardous gases or unsafe atmospheric conditions, voltage testing indicates if unacceptable voltages are present and pressure testing identifies if force is present in the work area cause by an agent.

Personnel Protective Equipment (PPE) required section

This section indicates the various PPE which will be worn by each contractor to address the hazards associated with the worksite. DOMLEC expects that contractor wear their respective PPE at all times and that it is also fit for use.

Immediate Hazards

This section attempts to capture the hazards most associated with the work site. These hazards are prevalent and most noticeable. DOMLEC Expects that measures be put in place to address these hazards to ensure a safe worksite.

Each job or operation consists of a series of task/steps. Be sure to list the steps associated to the job and the potential hazard with each step. For each hazard identify and document the risk reduction measure used to ensure the work is done safely. Note, a task can have more than one (1) hazards and a hazard can have more than one (1) risk reduction measure.

Job Steps / Tasks	Potential Hazards	Risk Reduction Measures

Environmental Hazard Analysis / Environmental Risk Analysis

Assess the Risk	how are you impacting the environment? What are the types of waste as a result of your work? What are the Chemicals being used? Are there any discharges into the environment?
Risk Reduction	DOMLEC expects that contractors leave the worksite free from hazards and in a safe and environmentally friendly manner. In addition, the disposal of waste generated from the work be done in accordance to law, best practice or in an environmentally friendly manner. Also document the method of disposal in the Risk Reduction section

Please indicate in the appropriate section below

Job Steps / Tasks	AIR IMPACTS		NOISE	WATER QUALITY	Waste		OTHER	Risk Reduction
	PARTICULATES	COMBUSTION GASES			SOLID WASTE	LIQUID WASTE		

6.3 Appendix 3 Health Safety and Environment (HSE) Qualification Form

DOMLEC i s committed to providing a safe and healthy workplace for its employees, contractor personnel, subcontractor personnel, vendors and the general public, and seeks to ensure work activities are conducted in an environmentally responsible manner.

Safety and Health performance is a major criteria utilized in the selection of contractors performing work on behalf of DOMLEC. Awarding of contracts will not only be on grounds of price and technical ability, but also on a bidder's safety and health performance and ability to carry out the work safely and without risk to health, safety or environment.

All Bids will be evaluated on the basis of the Bidder's ability to satisfy the safety standards and requirements of D O M L E C , and any applicable law, regulation or standard. The information provided in the Bidder Health, Safety & Environment (HSE) Qualification Form will be used by DOMLEC to determine each Bidder's eligibility to be considered for further evaluation.

1.0 Bidder Information

Company Name:	**Company Address:**	
Total # of employees expected to work on this job:	**Telephone:**	**Fax:**
Email Address:		
Company's Main Activities:		

2.0 Bidder Health and Safety Program Information:

* Section 2.0 is to be completed in its entirety. Failure to answer any questions will lead to the rejection of the bid.

2.1.0	Health and Safety Policies	Yes	No
2.1.1	Does your company have a written health and safety policy that is signed by senior management?		
2.1.2	Does the health and safety policy clearly outline management's commitment to cooperate with the occupational health and safety committee and workers in the workplace in carrying out their collective responsibility for occupational health and safety?		
2.1.3	Does the health and safety policy outline the respective responsibilities of the employer, supervisors, the occupational health and safety committee and workers in carrying out their collective responsibility for occupational health and safety?		
2.1.4	Is the health and safety policy communicated to all employees and posted in the workplace?		
2.2.0	**Hazard Recognition, Evaluation and Control**	**Yes**	**No**
2.2.1	Does your company have a formal process/procedure for the recognition, evaluation and control of hazards in the workplace?		
2.2.2	Does your company have a risk assessment process to evaluate identified hazards and their control measures?		
2.2.3	Does your company's health and safety program require the prompt reporting of hazardous practices and/or conditions at the worksite?		
2.2.4	Does your company conduct Job Hazard Assessments and Risk Assessments (Tailboard Talks or equivalent processes)?		
2.2.5	Are hazards prioritized?		
2.2.6	Is there a list of identified critical tasks?		
2.2.7	Does your company have documented safe work procedures for the work activities performed by your company?		
2.2.8	Is there a preventative maintenance program for facilities, tools, equipment and vehicles?		
2.3.0	**Personal Protective Equipment (PPE)**	**Yes**	**No**
2.3.1	Does your company have a policy or specific rules with respect to the use of PPE?		
2.3.2	Does your company have a formal process addressing the selection, use, care and maintenance requirements for PPE?		
2.3.3	Does your company have a process for identifying PPE requirements and for providing that equipment to workers?		
2.3.4	Are employees provided instruction and training in the proper use and care of PPE?		
2.4.0	**Inspections**	**Yes**	**No**
2.4.1	Does your company have schedules for regular workplace inspections by management and OHS committee members?		
2.4.2	Is there a process to track deficiencies to ensure they are corrected in the prescribed timeframe?		

2.4.3	Does senior management review or participate in the inspection process?		
2.4.4	Are inspection reports posted or communicated to employees?		
2.5.0	**Occupational Health**	**Yes**	**No**
2.5.1	Does your company have a formal program for the recognition, evaluation and control of occupational health hazards (such as: noise, lighting, radiation, chemical exposure, vibration, ergonomics)?		
2.5.2	Does your company have a plan for the control of biological and/or chemical substances handled, used, stored, produced or disposed of at the workplace?		
2.5.3	Does your company maintain and make available up-to-date Material Safety Data Sheets (MSDS) or Safety Data Sheets (SDS) at the worksite for the controlled products that are handled, used, stored, produced or disposed of at the workplace?		
2.5.4	Does your company have a program to monitor the use of hazardous substance in the workplace?		
2.5.5	Does your company have a WHMIS/HazCom/GHS Program that includes information, training, labeling and Material Safety Data Sheets?		
2.6.0	**Incident Reporting and Investigations**	**Yes**	**No**
2.6.1	Does your company have a written policy and procedure for the reporting of incidents and proactive/at risk reporting?		
2.6.2	Does your company have a written policy and procedures for the prompt investigation of hazardous occurrences to determine the cause of the occurrence and the actions necessary to prevent reoccurrence?		
2.6.3	Does your company review and follow-up all incident reports?		
2.6.4	Are incident reports reviewed by Senior Management?		
2.6.5	Have supervisors been trained in investigation and reporting procedures?		
2.6.6	Is incident data recorded and evaluated for the identification of trends to facilitate system improvement?		
2.7.0	**Emergency Preparedness**	**Yes**	**No**
2.7.1	Does your company have an Emergency Response Plan related to its activities and specific locations?		
2.7.2	Does the plan include a requirement for training in emergency procedures, roles and responsibilities?		
2.8.0	**Training and Communication**	**Yes**	**No**
2.8.1	Does your company have a formal orientation program?		
2.8.2	Does your company have a plan for training workers and supervisors in workplace and job-specific safe work practices, plans, policies and procedures?		
2.8.3	Does your company have specific requirements regarding training (for example WHMIS/HazCom/GHS, First Aid, Fall Protection, Transportation of Dangerous Good (TDG),		
2.8.4	Are orientation and training records maintained?		
2.8.5	Are Risk Assessment (tailgate or toolbox) meetings held regularly and documented?		
2.8.6	Is there and process for communicating health and safety information to the workforce?		

2.9.0	JOHS Committee or Equivalent	Yes	No
2.9.1	Does your company have a Joint Occupational Health & Safety (JOHS) Committee or Worker Safety Representative for each worksite?		
2.9.2	Are your JOHS Committee members or Worker Safety Representatives trained?		
2.9.3	Are the names of the JOHS Committee members and the minutes of previous meetings posted in the workplace or otherwise made available to workers?		
2.9.4	Do the JOHS Committee, workers and management participate in workplace inspections?		
2.9.5	Does your JOHS Committee hold scheduled safety meetings?		
2.10.0	**System Review & Evaluation**	**Yes**	**No**
2.10.1	Does your company have provisions for monitoring the implementation and effectiveness of your occupational health and safety program?		
2.10.2	Are performance-tracking measures compiled monthly and evaluated on a routine basis?		
2.11.0	**Environmental Management**	**Yes**	**No**
2.11.1	Does your company have an Environmental Management Program?		
2.11.2	Does your company train your managers/supervisors in Environmental Awareness?		
2.12.0	**Sub-Contractor Management**	**Yes**	**No**
2.12.1	Are contractors and subcontractors provided with an orientation to your company's workplace and/or site conditions?		
2.12.2	Does your company have a system to ensure contractors and subcontractors comply with occupational health and safety requirements?		

Safety and Health Performance:

Please provide your safety performance record for **past three (3) years and current year to date**, referencing the attached incident definitions and frequency calculations. Use the reference information for guidance on completing this portion of the form.

Safety and Health Indicators	Current YTD	Year - 1	Year – 2	Year - 3
3.1 Number Total Person Hours Worked				
3.2 Number Fatalities (FAT)				
3.3 Number Lost Time Injuries (LTI)				
3.4 Number Medical Aid Injuries (MA)				
3.5 Number Restricted Work Cases (RWC)				
3.6 Lost Time Injury Frequency (LTF)*				
3.7 All Injury Frequency (AIF)*				
**** See end of this form for the method to calculate these values***				
NOTE: All recordable incidents shall be recorded once only within the categories provided and shall be recorded as the highest category reported. For example, a Medical Aid (MA) incident, which also results in a Restricted Work Case (RWC), shall be recorded as a Medical Aid only. A MA that subsequently results in a Lost Time Injury (LTI) shall be recorded as a LTI only.				
3.8 Has your company received any OHS charges, convictions or fines (within the past 3 years) from the OHS Regulator? ☐ **Yes** ☐ **No**				
Date:				

All information received will be treated as strictly private and confidential. No information given will be shared with other parties or reproduced without the express permission of your company.

I certify that the information I have supplied on the form is complete, accurate and true.	
Print name:	**Position:**
Signature:	**Telephone Number:**
	Date: