

APPLICABLE TO:

DATE: July 21, 2011

<input checked="" type="checkbox"/>	Municipal & Private Non Profit
<input checked="" type="checkbox"/>	Co-operatives
<input checked="" type="checkbox"/>	Federal Non Profits
<input type="checkbox"/>	OCHAP/CSHP
<input type="checkbox"/>	Rent Supplement

<input checked="" type="checkbox"/>	Mandatory
<input type="checkbox"/>	For Information

SUBJECT: Workplace Safety & Insurance Board (WSIB) - eClearance

Background

Housing Providers are required to ensure that businesses, contractors and sub-contractors hired by and doing work for them are appropriately covered by WSIB, or have been deemed by WSIB to have Independent Operator status. If appropriate coverage is not in place, WSIB could hold the housing provider responsible for premiums not paid by the business, contractor, or sub-contractor.

It is the housing provider's responsibility to obtain an updated Clearance Certificate for all their contractors every 60 days, and can continue to request this documentation from their contractors directly.

PROGRAM – eClearance

A new service offered by WSIB allows housing providers, who have an account number with WSIB, to maintain a principal's list of their preapproved contractors. Contractors can be added or removed from this list as required. The list will identify whether the contractor is registered with WSIB and if their account is in good standing. The list will automatically update every 90 days.

Providers interested in obtaining WSIB clearances on-line should follow these steps:

Step 1

- Go to www.wsib@on.ca
- Click eServices and employers
- Register
- Once enrolled WSIB will send the provider a web link to allow access to eService
- Sign in to eClearance (you will need your WSIB account number)

Step 2

- Log in using your ID and password
- Add contractors using their name and/or WSIB account number – this will create the provider's customized list
- Note the next renewal date (clearance certificates are valid for up to 90 days). Be sure to print and/or save the list for your records. This becomes your proof that the contractor was eligible during the period they did work for you.

Example of Contractor's List:**Clearance Certificate / Certificat de décharge**

Contractor Legal / Trade Name / Appellation commerciale ou raison sociale de l'entrepreneur	Contractor Address / Adresse de l'entrepreneur	Contractor Classification Unit and Description / Unité de classification de l'entrepreneur et description	Principal Legal / Trade Name / Appellation commerciale ou raison sociale de l'entrepreneur principal	Principal Address / Adresse de l'entrepreneur principal	Clearance Certificate Number / Numéro du certificat de décharge	Validity period (dd-mm-yyyy) / Période de validité (jj/mm/aaaa)
JULIA	44 TAYLOR DR, THUNDER BAY, ON, P7K 1J9, CAN	6019-000: OTHER SPECIALTY FOOD STORES 6013-000: BAKERY PRODUCT STORES	123 ABC Inc	200 Front St W, Toronto, ON, M5V 3J1, CAN	W20000000NGJ	07-Jan-2011 to 19-May-2011
JULIA	44 TAYLOR DR, THUNDER BAY, ON, P7K 1J9, CAN	6019-000: OTHER SPECIALTY FOOD STORES 6013-000: BAKERY PRODUCT STORES	ABC 123 Ltd	200 Front St W, Toronto, ON, M5V 3J1, CAN	W20000000NGK	07-Jan-2011 to 19-May-2011

Step 3

- If the provider is unable to find a contractor in the system, request that they provide a specific clearance that shows the housing provider as the principal and the contractor as eligible for the period. Information (name of company) from the clearance certificate should be used to add the contractor to the provider's list for future use.

Step 4

- Contractors who are Independent Operators are not required to be covered by WSIB and they will not appear on the provider's list.
- The contractor must apply to WSIB for Independent Operator status and obtain a decision.
- If granted Independent Operator Status, the provider should retain a copy of the WSIB decision on file. If not granted, the provider could be deemed to be the employer of the contractor and made responsible to remit premiums to cover the contractor as their worker.

Service Manager's Role

During operational reviews, Niagara Regional Housing will confirm that housing providers can prove that contractors were covered under WSIB (or granted Independent Operator status) during all periods that they performed work for the housing provider.

Housing Provider's Role

Housing providers have the option of obtaining WSIB clearances from eClearance, or can continue to request the contractor to provide certificates of clearance. Housing providers must retain all clearances on file.

Note: At this time, housing providers who do not have an account number with WSIB cannot create a customized principal's list. WSIB is aware of this issue and is developing a solution.

Housing provider staff are required to forward this Notice to their board of directors for their information.

If you have any questions regarding this program, please contact the Workplace Health & Safety Board at 1-800-387-0750. For all eClearance inquiries please contact 1-888-243-1569.

Lora Beckwith, General Manager