WSCC Workers' Safety & Compensation Commission | ᐃᖅᑲᓇᐃᔭᖅᑎᓄᑦ ᐊᑦᑕᓇᖅᑐᓂᒃ ᐊᒻᒪ ᓇᓪᓕᐅᒃᑯᒪᓂᒃ ᖃᐅᔨᓴᖅᑎᑦ

Hiring Contractors and/or Subcontractors

What do I need to do if I hire Contractors and/or Subcontractors?

Before the contract begins you should contact the WSCC and request a letter of good standing (initial clearance) from the WSCC to ensure the contractor or subcontractor is registered and in good standing.

When the contract is complete, and before you release payment to your contractor and/or subcontractor, you will need to contact the WSCC again and request a final clearance letter.

Why do I need to get clearances?

For work performed under a contract for service, you as the principal can be held liable for any outstanding assessment owed to the WSCC related to the work performed on your behalf. Similarly, contractors are liable for a subcontractor's outstanding assessment related to work performed on the contractor's behalf.

Do all contracts require clearances?

All contracts that include labour must have final clearances to release the principal and/or contractor from liability. The WSCC can provide you with a final clearance confirming your contractor or subcontractor is in good standing with the WSCC.

You don't need clearances for contracts that are for equipment or materials only. (e.g. a contract to lease a dump truck would not require a clearance. If the contract included a driver (labour) for that dump truck you would require a clearance).

What if my contractor or subcontractor is not in good standing?

As the principal you can withhold payment on your contract until you have received a final clearance from the WSCC. If it is found that your contractor is not in good standing you can withhold, from any money payable to the contractor, the amount of the assessment you are now required to pay the WSCC related to the contract. The same applies to contractor/subcontractor contracts.

How do I get a Clearance?

To get a clearance, complete the Request for Clearance form and fax it to (867) 873-4596 in the NWT or to (867) 979-8501 in Nunavut.

Or you can call the WSCC at 1-800-661-0792 in the NWT, or 1-877-404-4407 in Nunavut and speak with a WSCC Assessment Representative who will assist you.

I am bidding on a contract; can I get a clearance?

No.

WSCC does not issue clearances for bidding purposes, but if you are registered we can provide you with a proof of registration.

What is a “do not release letter?”

A do not release letter will be issued in response to a clearance request when an employer is not in good standing with WSCC.