

WSCC Clearances

Facts for Employers Hiring Contractors

Did you know that under the *Workers' Compensation Acts* you can be held liable for the unpaid assessments of contractors and subcontractors that you hire? The *Acts* state that you are both jointly and individually liable to pay the Workers' Safety and Compensation Commission (WSCC) any assessment amount relating to their contracts.

Getting a clearance from the WSCC protects you from this liability risk.

Here's what you need to do:

Step 1

Before a contract begins, contact us and request a Letter of Good Standing (initial clearance) to ensure the contractor or subcontractor is registered and in good standing.

Step 2

When the contract is complete, and before you release final payment to your contractor or subcontractor, contact us and request a Final Clearance Letter. This letter releases you from liability and allows you to make final payment on that contract.

How do I get a clearance?

To get a clearance, complete a Request for Clearance form and return it to us. This form is available on our website, or from your Assessment Representative.

What's the best way to submit my request?

The fastest way to get a clearance is to fax your request. Our fax number in the Northwest Territories is 1-867-873-4596 or toll free 1-866-277-3677. Our fax number in Nunavut is 1-867-979-8501 or toll free 1-866-979-8501. We will fax you and your contractors

(if you provide all fax numbers) the clearance. Otherwise, we will mail copies.

How long does it take to get a clearance?

The maximum turnaround time for a clearance request is three business days from the day we receive your completed request.

Do all contracts need clearances?

All labour contracts need Final Clearances to release the principal or contractor from liability. You don't need Clearances for equipment or materials contracts (for example, a contract to lease a dump truck (equipment/materials) does not need a Clearance. If the contract includes a driver (labour) for the dump truck, you require a Clearance).

Do "as and when" contracts need Clearances?

Yes. Request a Letter of Good Standing at the beginning of the year with an estimated contract value. At the end of the year, request a Final Clearance Letter with an actual contract value.

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

As the principal, you can withhold payment on your contract until you receive a Final Clearance from us. If your contractor is not in good standing, you can withhold the assessment amount you must now pay us related to the contract. The same applies to contractor or subcontractor contracts.

Can I get a clearance during the bidding process?

No. Clearances are done once the contract is awarded. Significant time can pass between the initial bid and awarding the contract. During this time there may be changes to the contractor's or subcontractor's account that increase your risk of liability. If you just want to know if the contractor or subcontractor is registered with us, ask them to provide you with a Proof of Registration during the bidding process.

What is a Do Not Release Letter?

We issue a Do Not Release Letter in response to a clearance request when an employer is not in good standing with us. This letter advises you not to release payment until the contractor complies with WSCC requirements.

Who do I call for more information?

Call your Assessment Representative at 1-800-661-0792 in the Northwest Territories, or 1-877-404-4407 in Nunavut.



Mission Statement

In partnership with stakeholders, we ensure workplace safety, and care for workers.