

Contractor Management Checklist

30+ Contractor Compliance Platforms Supported

We believe in helping contractors (like you!) establish and maintain compliant-level ratings in your contractor management platforms such as **ISNetworld®**, **Veriforce®**, and **Avetta®**. This process can be intricate and require internal time and resources. To help you navigate through the complex world of contractor compliance, we created a checklist outlining some of the most important elements you'll need to get started.

Plus, we sprinkled in some expert tips from our compliance gurus.

Before you start navigating the world of contractor compliance, you'll want to make sure you have the following information on-hand:

- ☐ **OSHA Logs:** You'll need the last three years documented.
 - **Expert Tip:** Contractors are often still required to create and submit OSHA logs even if they are exempt from submitting them directly to OSHA. Log templates are a great way to start!
- ☐ **Experience Modification Rate:** Also known as EMR, you'll need to receive documentation of your EMR from your workers' compensation carrier.
- ☐ **Proof of Commercial Liability Insurance:** This can include general liability, auto liability, workers compensation, and excess liability.
 - **Expert Tip:** Don't assume you can use an existing insurance certificate. In many cases, you'll need to work with your insurance agent (or someone like us!) to meet specific requirements.
- ☐ **Copy of Your Company's Safety Manual:** You will need to add or revise some chapters as required by the prequalification company as this is required by Hiring Clients.
- ☐ **Proof of Employee Training:** Documentation needs to prove training was completed in a given timeframe; such timeline depends on the contractor compliance platform.
- ☐ **Additional Safety Policies & Procedures:** Additional resources or chapters will be necessary to complete the questionnaires in your prequalification platform(s).

It's important to note that the necessary information, steps, and requirements may differ between contractor management platforms, so you should familiarize yourself with the specific guidelines and instructions specific to your software account.

Not sure where to start? Let us help you and save you up to 650 hours of prequalification work and resources. We'll manage and maintain compliance of your account(s) on **ISNetworld®, Veriforce®, Avetta®,** and other contractor management platforms. This is our area of expertise, so let's talk!

Safety Services Company is an independently-owned company. Safety Services Company is in no way endorsed, sponsored, approved by, or otherwise affiliated with **ISNetworld®, ISN®, RAVS®, T-RAVS™, and MSQ™** are trademarks or registered trademarks of ISN Software Corporation.