

## 2025 - 2026 Hired Equipment Checklist

Company Name: \_\_\_\_\_

Print Company Name Here

- ☐ Completed Hired Equipment Agreement
- ☐ Health & Safety Responsibility Acknowledgment Form (all initials completed)
- ☐ Environmental Responsibility Form (all initials completed)
- ☐ Certificate of Insurance (2 Million Policy must meet all requirements outlined for Liability Insurance) Including: City as Named Insured, 30-day Notice of Cancellation and Notice of Subrogation
- ☐ Hazard Assessment (HIAC) for the work completing
- ☐ WCB Clearance Letter
- ☐ WCB Rate Sheet
- ☐ Business License
- ☐ Copy of COR/SECOR
- ☐ Copy of Safety Fitness Certificate
- ☐ Copy of Carrier Profile R-Factor and Industry R-Factor (both can be found on your Carrier Profile)
- ☐ Copy signed of the General Contractor Safety Orientation for each staff (incl. sub contractors, vendors, service)
- ☐ Copy of Company NSC Safety Manual

**Please ensure all items are included with your application prior to submission.**

*If we are missing any documents in your package, you will not be added to our Hired Equipment List.*