

Hiring Contractors



Do you hire contractors or subcontractors? You need to register with us.*

Under the Workers' Compensation Act(s), if you hire contractors or subcontractors, you may be considered the principal contractor.

Not sure? Check with us.

What is a principal contractor?

The principal contractor is the person or entity who awards the contract.

What is the risk when hiring a contractor/ subcontractor?

As the principal contractor, you may be held liable for any contractor/subcontractor's unpaid assessments related to your contract. WSCC can hold you liable and request that you pay the amount on their behalf.

How do I register with the WSCC?

You can register with us online using our e-Service portal *WSCC Connect*.

Now that I've registered, what can I do to ensure my contractor/subcontractor is in good standing with the WSCC?

You can obtain a clearance letter as to the status of your contractor/subcontractor before starting and before the close of a contract. You obtain these letters through our online e-Service, <u>WSCC Connect</u>:

Letter of Good Standing: Request this letter before you start the contract/subcontract project. The letter will identify if they are registered and in good standing with us.

Final Clearance Letter: Request this letter towards the end of the contract before final payment. The letter will identify if the contractor/subcontractor is in good standing with us. Obtaining a Final Clearance Letter releases you or your company of any WSCC liability for that contract/subcontract.

If you would like to speak to an Employer Services representative, email employer@wscc.nt.ca for the Northwest Territories, employernu@wscc.nu.ca for Nunavut, or call 1 (800) 661-0792.

^{*} Home owner exemption, see <u>Workers' Compensation Act</u>(s), Section 80 (9). For more information about clearances or principal contractor, see <u>WSCC Policy Manual</u>, Policy 02.12 – Employer Clearances, and <u>Workers' Compensation Act</u>(s), work under contract, Section 80 (1) and (3), available on our website.