



## WSCC offers a new way to report workplace injuries:

Employers now have one more way to report workplace injuries. WSCC Claims Services has its own email addresses in both territories. To report by email, send your incident details or a detailed message to:

nwtclaimsservices@wscnt.ca  
nuclaimsservices@wscnt.nu.ca

### HEAD OFFICE

**Yellowknife**  
Box 8888, 5022 49th Street  
Centre Square Mall, 5th Floor  
Yellowknife, NT X1A 2R3  
Telephone: 867-920-3888  
Toll Free: 1-800-661-0792  
Fax: 867-873-4596  
Toll Free Fax: 1-866-277-3677

### REGIONAL OFFICES

**Iqaluit**  
Box 669, Qamutiq Building, 2nd Floor  
Iqaluit, NU X0A 0H0  
Telephone: 867-979-8500  
Toll Free: 1-877-404-4407  
Fax: 867-979-8501  
Toll Free Fax: 1-866-979-8501

**Inuvik**  
Box 1188, 151 Mackenzie Road  
Mack Travel Building, 3rd Floor  
Inuvik, NT X0E 0T0  
Telephone: 867-678-2301  
Fax: 867-678-2302

[wscnt.ca](http://wscnt.ca)  
[wscnt.nu.ca](http://wscnt.nu.ca)

Si vous désirez ces renseignements dans une autre langue, veuillez nous contacter.

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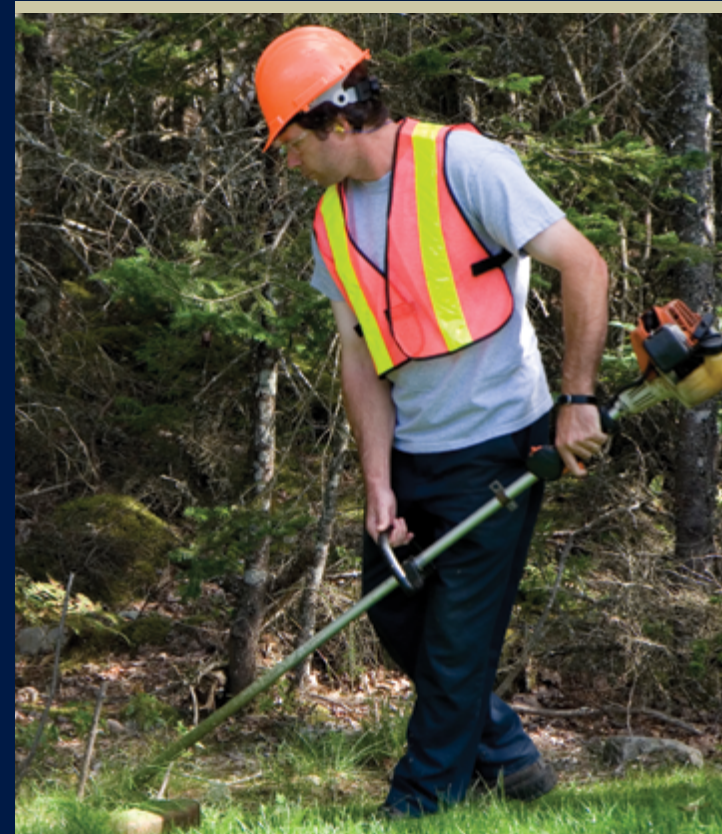
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**safety & care**

# WSCC Clearances

Facts for Employers  
Hiring Contractors



**WSCC** Workers' Safety & Compensation Commission  
wscnt.ca 1.800.661.0792

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wscnt.nu.ca 1.877.404.4407

# 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.

To obtain a Letter of Good Standing log-in to *WSCC Connect* and navigate to the "obtain a clearance" tab.

### Step 2

When the contract is complete, and before you release final payment to your contractor log-in to *WSCC Connect* and navigate to the "obtain a clearance" tab and request a Final Clearance Letter.

This letter releases you from liability and allows you to make final payment on that contract.

### How long does it take to get a clearance?

A Good Standing request can be received immediately through *WSCC Connect*. A Final Clearance can be requested through *WSCC Connect* and will be processed within 3 business days.

### 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?

Yes, through *WSCC Connect* you can log-in and request a Bidding Clearance letter. You can print or e-mail the letter immediately.

### 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.

