

# Contractor Records Management Database

**NEW**

**WHAT:** This is an exciting step forward for the IEC that will benefit local contractors, plant sites and the building trades. The goal of this upgrade is to eliminate the duplication of training and reduce travel time which results in multiple visits to the IEC. The system will also:

- Allow contractors to register and schedule workers into IEC classes from their own computer
- Provide notification to let workers and their company or union know when training will expire
- House all contractor/plant training records from IEC or other accredited trainers (approximately 40,000 records per year)
- Keep up to date record of training for the individual
- Print out transcript if needed to show potential employers that employee is updated and educated, ready for work

**WHEN:** The new records management database will system will “go live” as early as July 20<sup>th</sup> 2009.

**FEES:** “Going live” means that there will be a fee for each training record kept in this database. This training record fee will be added to the price of training.

**NOTE:** This records fee will be added to ALL courses.

## ASSOCIATE MEMBER:

### Objective:

To develop an opportunity for companies to be involved in the IEC. Associate Members are entitled to a range of benefits.

### ASSOCIATE MEMBER BENEFITS

- SMA annual audit
- \$5.00 per training record
- Access to IEC training records
- On-line scheduling of trainees
- E-mailed reminders for expiry dates of IEC training
- Reduced rate for consulting services
- Sharing of incident learnings
- Room rental discounts
- TASC card evaluations
- Safety Partnership newsletter

### ASSOCIATE MEMBERSHIP FEES

Pricing is based on the number of regular employees. This amount will be invoiced annually. NOTE: This associate membership fee does not include a company’s sub contractors.

### MEMBERSHIP PACKAGES:

Number of Contractor employees	Membership Fees (Plus GST)	Total Price inc GST
<b>1 to 9</b>	\$450.00 +GST \$22.50	<b>\$472.50</b>
<b>10 to 24</b>	\$700.00 +GST \$35.00	<b>\$735.00</b>
<b>25 to 99</b>	\$950.00 +GST \$47.50	<b>\$997.50</b>
<b>100+</b>	\$1150.00 +GST \$57.50	<b>\$1207.50</b>

## QUESTIONS:

### Why should I become an Associate Member?

- The Safety Management Assessment audit is included in the Associate Membership fee.
- A discounted training record fee of \$5.00 will save you money.
- Access to training records will allow your company to better plan and schedule training to reduce training duplication and travel time.
- Getting to the job-site trained and ready to work in a timely and cost effective manner is the IEC goal.

### What if I choose NOT to become an Associate Member?

- SMA audits will cost \$500.00 per year
- Contractor training records fees will cost \$10.00 a record
- There is no access to the IEC contractor training records database for non members
- No discount on consulting services or room rentals
- No e-mail reminders to workers for expiring training

### How do I join?

Fill out the Associate Membership Application Form located on the back of this pamphlet.

