

May 2026

Dear Valued Lakeside Contractor,

Before You Start Work - Please Read This Carefully

All contractors performing work for Lakeside (at a Lakeside site or customer site) must be approved through Lakeside's Contractor Compliance process before starting any work.

Important: No work can begin until you are fully approved

What You Need to Do

Step 1 – Get Registered

Fill out the Lakeside Supplier Web form – This will get the process started

- Designate one person from your company to manage your account – Enter their contact details in the 'Primary Contact' field in the webform
- Select the type of work to be performed from the dropdown menu
- Enter the Lakeside email address of the person that will be working with you

Step 2 – Upload Required Documents

After the supplier form has been completed, Lakeside's safety department will contact you to request the following documentation:

- Certificate of Insurance (meeting Lakeside requirements outlined in attached Annex)
- WSIB Clearance Certificate (or WCB equivalent)
- Completed Lakeside Pre-Qualification Form
- Signed Non-Disclosure Agreement (NDA)
- Acknowledgement of Lakeside Health & Safety policies
- Additional documents may be required depending on your scope of work

Step 3 – Review by Lakeside

Lakeside reviews your submissions

You must achieve 100% compliance to be approved

You will be notified once you are approved

Step 4 – Start Work (Only After Approval)

Work can only be scheduled after approval is confirmed

Your Responsibilities

As a contractor, you are responsible to:

- Ensure your workers are trained, qualified, and competent
- Follow Lakeside Health & Safety policies and regulatory requirements
- Provide accurate and up-to-date documentation
- Ensure any subcontractors also meet these requirements
- Follow all site safety rules and expectations

Important Rules

- Do not start work before approval
- Incomplete submissions will delay your approval
- Non-compliance may result in removal from site or cancellation of work

Need Help?

Email: safety@lakesidecontrols.com

Annex - Insurance Requirements by Risk Tier

Lakeside applies insurance requirements based on the risk level of the work being performed. Contractors are assigned to a risk tier, and insurance coverage requirements increase with the level of risk.

Contractors are categorized as follows:

- Tier 1 (Low Risk): Non-hazardous work (e.g., landscaping, snow removal)
- Tier 2 (Medium-Low Risk): Basic service work (e.g., janitorial, food services)
- Tier 3 (Medium Risk): Technical or field work (e.g., inspections, HVAC, IT services)
- Tier 4 (Medium-High Risk): Work performed at customer sites or alongside Lakeside personnel
- Tier 5 (High Risk): High-hazard work (e.g., electrical work, confined space entry, hot work)

Minimum Insurance Requirements

The following table summarizes the minimum insurance requirements by tier:

Insurance Type	Tier 1	Tier 2	Tier 3	Tier 4	Tier 5
General Liability	\$1M	\$2M	\$2M	\$2M	\$2M
Automobile Liability	\$1M	\$1M	\$2M	\$2M	\$2M
Umbrella / Excess	\$2M	\$2M	\$3M	\$3M	\$3M
Professional Liability*	N/A	N/A	\$2M	\$3M	\$5M
Cyber Liability*	N/A	N/A	\$2M	\$2M–\$3M	\$4M–\$5M
Environmental Liability*	N/A	\$2M	\$2M	\$2M	\$2M

Additional Requirements

All contractors must:

- Maintain valid WSIB clearance (or equivalent)
- Name Lakeside and its customers as Additional Insureds
- Ensure policies include the following:
 - Waiver of subrogation
 - Primary coverage wording
 - Advance notice of cancellation or changes
 - Maintain insurance compliance throughout the duration of the work

Important Notes

- Your assigned tier will be determined by Lakeside based on the scope of work and associated risk
- Contractors must meet the insurance requirements for their assigned tier before being approved
- Failure to meet insurance requirements will result in non-compliance and delays in work approval