For strata councils, strata managers, property managers and landlords · Metro Vancouver · September 2026

WorkSafeBC clearance letters: the brief

Why the letter your contractor forwarded probably doesn't protect you, the three checks that do, and the one line to put in every work order. Every claim below cites its source. This is general information about the Workers Compensation Act as published by WorkSafeBC, not legal advice.

A fact against our own interest. On 19 September 2026 we re-checked every contractor on our own list against WorkSafeBC's clearance tool. Three were delinquent. We found out because we checked, and we benched them. That is the whole argument for checking — including checking us.

Three things that are true

WCA s.258

You share the contractor's assessment.

Both the contractor and the person the work is undertaken for are liable for the WorkSafeBC assessment. It cannot be contracted away: a clause requiring the contractor to carry coverage is not sufficient.

Source: Workers Compensation Act, Part 5, s.258 — worksafebc.com/en/law-policy/…/part-5-accident-fund-and-employer-assessment

Addressee & period

The letter must be addressed to you, for the whole job.

To be relieved of that liability you hold a clearance letter addressed to you, covering the entire contract period — in practice one before work starts and one before final payment. A letter addressed to the contractor tells you only that they were paid up on the day it was generated. WorkSafeBC's own wording: "the firm's clearance is valid only until the date of the firm's last payment."

Source: WorkSafeBC — Why you need a clearance letter · Understanding your clearance letter — worksafebc.com/en/insurance/why-clearance-letter

WCA s.13

With nothing in writing, you are the prime contractor.

Where there is no written agreement, the prime contractor for a multi-employer workplace is the owner of the workplace — and "owner" includes an occupier or an agent acting on the owner's behalf. Two trades on common property with nothing signed puts the strata, or the manager acting for it, in that seat, with the prime contractor's duties under ss.24–25.

Source: Workers Compensation Act, Part 2, s.13 (definitions), ss.24–25 — worksafebc.com/en/law-policy/…/part-2-occupational-health-and-safety

What is not true, so nobody on your council repeats it

BCFSA imposes no contractor-vetting duty on strata managers. No BC strata insurer we could find requires contractor verification. No published BC penalty exists against a strata corporation as prime contractor. The exposure above is real and statutory; the mandates are not. Anyone selling you the mandates is selling you fear.

The three checks — ten minutes per contractor

01 **Pull the clearance letter yourself, in your own name.**

WorkSafeBC's online clearance tool lets you request a letter addressed to your strata or company using the contractor's WorkSafeBC account number. Do not rely on the copy the contractor forwards. Keep the PDF with the contract.

02 **Pull it twice: before work starts, and before final payment.**

A clearance runs only to the contractor's last payment date. Quarterly filers pay on 20 Jan, 20 Apr, 20 Jul and 20 Oct; a contractor who misses one shows as delinquent the next day, mid-job. The second pull is the one that protects the final invoice.

03 **Put it in writing who the prime contractor is.**

One line in the work order, contract or purchase order. Without it, s.13 makes the owner — or the agent acting for the owner — prime contractor by default.

The one line for every work order

```
"The Contractor is the prime contractor for this work under s.13 of the Workers Compensation
Act (BC) and will provide a WorkSafeBC clearance letter addressed to [Strata Plan / Company
name] before commencing work and before final payment."
```

Have your own lawyer confirm the wording for your contracts. It is short on purpose: the point is that it exists in writing.

A second reason to keep the file

When a contractor's work injures someone, an occupier's defence generally turns on whether reasonable care was taken in selecting and supervising the contractor. A dated record of what you checked — registry, licence, clearance, insurance — is that evidence. It costs nothing to keep and is very hard to reconstruct afterwards.

What Prontco Verified does with this

Every contractor we dispatch is checked against the registry that issued each document, with the date we checked it: BC Registries, business licence in the building's city, WorkSafeBC clearance (pulled by us, re-pulled before final payment), $2M general liability with you as additional insured on request, GST registration, and identity confirmed on a call. You get the file before the contractor attends, and one invoice from us.

Already have contractors you trust? Keep them. We are the overflow — the trade nobody on your list does, the city nobody covers, the week everyone is booked. Where our list is thin we say so before you book.

prontco.ca/book — see a price and book · prontco.ca/verified — how it works · info@prontco.ca

Sources: Workers Compensation Act (BC) Parts 2 and 5 as published in WorkSafeBC's searchable OHS Regulation; WorkSafeBC "Why you need a clearance letter" and "Understanding your clearance letter"; WorkSafeBC "Dates & deadlines" (quarterly due dates); CHOA bulletin 400-043 "Stratas and WorkSafeBC". Retrieved September 2026.