

Please attach this completed cover sheet to your submission package.

**Employer information** Please provide the following required information.

Employer's legal name		Contact name	WorkSafeBC account number	
Mailing address			Province	Postal code
Phone number	Email address	Regulation(s) referenced		

**Submission contents**

Ensure your submission includes the following components:

- This completed cover sheet
- A signed letter (on company letterhead) requesting the acceptance
- A description of the requested acceptance, with reference to the section(s) of the Occupational Health and Safety Regulation applicable to the acceptance
- The specific location(s) of the workplace relevant to the acceptance
- The type and nature of the work process(es) relevant to the acceptance
- Details of how workers will be trained and supervised
- Other relevant information (safe work procedures, diagrams, specifications, etc.)

**Submit your completed package by mail or email to:**

**WorkSafeBC**  
Prevention Practice, Quality, and Engineering  
PO Box 5350 Stn Terminal  
Vancouver BC V6B 5L5  
[varohs@worksafebc.com](mailto:varohs@worksafebc.com)

If you need assistance you can use the above email address, or call:  
604.231.8644 | 1.888.621.7233 toll-free

An acceptance request will typically take 60 to 90 days, or longer, to complete.

For more information, visit [worksafebc.com/variances-acceptances](https://worksafebc.com/variances-acceptances)