

// ORAC WEBSITE GUIDE CONTRACTORS



Issue Rev. I (2021)

**ONTARIO REFRIGERATION &
AIR CONDITIONING CONTRACTORS ASSOCIATION**



WHO WE ARE

ORAC MISSION STATEMENT

THE PURPOSE OF THE ASSOCIATION IS TO REPRESENT AND SERVE HVACR CONTRACTORS OF ONTARIO WITH PROGRAMS AND SERVICES THAT PROMOTE RESPONSIBLE SOLUTIONS.



Welcome to ORAC's New Website

Our goal was to make our website to be more interactive and user friendly for our members. The new updates also provide more control and accessibility to our members.

Contractors have the responsibility to update & manage their Contact Profile. Not keeping your info up to date, could lead to missing important notices pertaining to our industry, event & webinar registrations, and notice for ORAC Annual General Meeting.

Now you can:

- **Assign new employees** and indicate their roles in our database (ie. HR, Marketing, Technicians, Management)
- If you are the main contact for your company, you can **update your company** bio, website, logo, address, etc. whenever you need to by log into your dashboard.
- **Select which types of emails you would like to receive** from ORAC (ie. Cool News, Webinars, Training, Events)
- **Pay and view membership** invoices on-line in your dashboard!

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// Getting Started

HOW TO LOGIN?

- 1) Go to the ORAC website www.orac.ca
- 2) Click “Login” top right-hand corner of web page.
- 3) Enter your email as your username.
- 4) Once logged in, you will be directed to your Member Dashboard.

HOW TO CREATE A LOGIN?

You do not have a Login profile yet, request one by clicking the following link. This request for a new account can take up to 24 hours for the ORAC Office to approve.

<https://orac.ca/account-creation.html>

‘ACCESS DENIED’ – WHAT COULD THIS MEAN?

This could mean a couple of things. You do not have a Login profile yet.

OR

Membership Dues have not been paid, the Primary contact would have to reach out to ORAC and submit a payment before access being granted to all contacts in the Company.

Contact ORAC’s Executive Assistant for more info contact@orac.ca

// Website Tabs

The following will be going through the Tabs listed on the top on the ORAC Website. Information for the following Tabs will be consistently updated, this could also include the order of the tabs.

ABOUT ORAC

ORAC represents Ontario's largest single organized body of contractor practitioners in the industrial, commercial, institutional, and residential refrigeration and air conditioning trade. As an industry leader for over 50 years, ORAC has actively and responsibly participated in making Ontario's trade contractors one of the most advanced and efficient in North America.

ORAC BOARD OF DIRECTORS

Check out our Current Board of Directors, this is updated yearly.

<https://orac.ca/current-orac-board-of-directors.html>

ORAC STAFF

See the faces behind the scenes of ORAC. If you have a questions or general inquiries feel free to reach out to ORAC. Refer to your Contractors Manual for responsibilities of each staff member.

- Managing Director
- Executive Assistant & Events Planner
- Marketing & Program Coordinator

<https://orac.ca/current-orac-staff.html>

VOLUNTEER COMMITTEES

Wondering what committees ORAC has? Check it out, this is updated yearly and ORAC is always looking for Members to join. If you are interested in joining a Committee, reach out to ORAC's Managing Director.

<https://orac.ca/current-volunteer-committees.html>

- MCAT Ex-Officio
- Labour Relations Committee
- Commercial Labour Relations Negotiations Committee
- Residential Labour Relations Negotiations Committee
- Construction Employers Coordinating Council (CECCO)
- Ontario Construction Secretariat (OCS)
- Joint Training and Apprenticeship Committee (JTAC)
- Canadian Construction Association (CCA)
- Heating Refrigeration & Air Conditioning Institute (HRAI)
- Ministry of Training, Colleges & University Technical Standards and Safety Committee
- Ministry of Labour
- ORAC Nominations Committee
- ORAC Membership Committee
- Educational & Social Functions
- Apprentice Intake Committee
- Associate Committee

CONTRACTORS MEMBER LISTING TAB

Listing of Current ORAC Contractors Members in Good Standing (MIGS).

ASSOCIATE MEMBERS LISTING TAB

Listing of Current ORAC Associate Members, associates include equipment suppliers, financing companies, or other service companies.

// Resources Tab

This Resource Tab is for our ORAC Members which is full of helpful information.

ORAC 2.0 INFORMATIONAL WEBINAR SERIES

Virtual Webinars with topics of interest. Re-watch an episode on ORAC website.

SEASON 1 (2020)

- Episode 08: Verasys Controls - Applications & Solutions in the COVID Environment - Sponsored by Yorkland Controls
- Episode 07: Enbridge's Commercial Incentives & Gas Heat Pump Tech Talk - Sponsored by Enbridge
- Episode 06: BuiltSpace as a Solution for Asset and Activity Validation - Sponsored by Yorkland Controls
- Episode 05: Commercial Refrigeration Regulatory Updates - Sponsored by KeepRite Refrigeration
- Episode 04: Government Incentives, Benefits & Pitfalls - Sponsored by Sloan Partners LLP
- Episode 03: Humidity, Health, and the DL Series Solution - Sponsored by: Kilmer Environmental
- Episode 02: Apprentice Intake Updates with Jim McAughey, Brian Carey, and Aimee Carpenter
- Episode 01: JTAC Updates with Gino DiFebo from the JTAC

HEALTH & SAFETY INFORMATION

Check out a list of Website Links that can help you and your company.

- Ministry of Labour Training Skills Development
- Resources to Prevent COVID-19 in Workplaces
- COVID-19 in Ontario
- Constructor Guideline: Health & Safety
- WSIB & WSIB Safety Check on Companies
- Occupational Health & Safety Act

<https://orac.ca/resources/health-and-safety.html>

BRAZING CERTIFICATION PROGRAM INFORMATION

One of the benefits of membership in ORAC is to gain access to the ORAC Brazing Certification Program. This program has been developed over the years in Conjunction with TSSA. The key features of the program are that ORAC has developed a TSSA approved quality control manual, TSSA approved brazing procedures, and provides training and testing according to TSSA standards.

- Includes FAQ's regarding the Brazing Certification Protocols.
- Who requires brazing certification?
- How do we get our HVAC technician(s) TSSA brazing certified?
- How do technicians maintain their brazing certification?
- What are the TSSA approved ORAC brazing parameters?

<https://orac.ca/resources/brazing-certifications/index.html>

OFFSITE BRAZING CERTIFICATION

If the JTAC cannot accommodate your request for Brazing Certification due to Covid-19 restrictions or the Registration is full, this is an alternative for our Members.

Visit the website for more details & registration.

REQUEST A COPY OF EMPLOYEES BRAZING CERTIFICATE

You can request a duplicate copy of a brazing certificate. Mandatory information is required to search for the certificate. If the following info is not available, the next step would be recertifying the employee/s.

- 1) Full Name of Employee
- 2) Employee's Home Address (at that time if possible)
- 3) Company's name the certificate was certified under.
- 4) Month and year of the brazing testing date (must know to look up)

INFORMATION ON THE JTAC

Joint Training and Apprenticeship Training Committee

One of the key benefits of the ORAC / UA Local 787 partnership is the advanced level of training provided by the Joint Training and Apprentice Committee (JTAC).

The JTAC runs a training program that is jointly funded by the Union members and the ORAC Contractors. This tab includes important JTAC & Local 787 Union Contacts information.

Website Link <https://orac.ca/resources/jtac.html>

// Cool News Tab

Cool News is a quarterly newsletter that is distributed to ORAC members by email, or physically upon request. This publication recaps ORAC and industry events, newsworthy industry initiatives and provides ORAC Associate Members an opportunity to advertise and promote their products and services.

If you would like to contribute to the Cool News newsletter, you may contact the Marketing & Program Coordinator when submissions are open.

<https://orac.ca/cool-news/index.html>



// Events for Members Tab

As an ORAC Provincial or Associate Member, part of your ORAC experience is networking and learning. ORAC is proud to host functions that combine learning, networking, and fun. Each event is designed to maximize the interaction between contractors, associates, and industry partners. Make sure you attend as many events as you can.

This will include a list of the current year's events. ORAC has planned a full slate of events and programs on tap. However, we are prepared to react to any changing situations. We will keep you posted of any changes or modifications before they happen.

CURRENT EVENT LISTING

Check out the upcoming list of events for the current year.

PREVIOUS ORAC EVENTS

ORAC will post photos, videos, and other media about a past event.

<https://orac.ca/events/previous-orac-events.html>

CONTACT FOR EVENTS & MARKETING INQUIRIES

For all Event & Registration, Marketing & Social Media send inquiries to: (E) contact@orac.ca

<https://orac.ca/events/contact-event-planner.html>

// Members Only Tab

You are required to have a Username and password to access the following 'Members Only Tab'. If you do not have a Login, you can request a login.

<https://orac.ca/access/login.html>

DASHBOARD

Once logged in you will be directed to the Dashboard.

- The dashboard shows your contact info.
- When the renewal of your Companies ORAC Membership.
- Any recent transactions and previous invoices.

MY INVOICES

You will see all invoices listed here. There are 3 tabs: ALL, UNPAID and PAID, you can reprint invoices at your convenience.

- 1) Select the invoice by clicking the invoice number.
- 2) Click the green button "**Make Payment**", choose how you would like to pay.

MEMBERSHIPS DUES & RENEWALS

The Memberships that have not been renewed by the company; the account & all logins associated with the company will be suspended. The company listing on the ORAC Website will be taken down until the account is in good standing again with ORAC.

CONTACT PROFILE

Contractors have the responsibility to update & manage their Contact Profile. Not keeping your info up to date, could lead to missing important notices pertaining to our industry, event & webinar registrations, and notice for ORAC Annual General Meeting.

- Reset your password.
- Any documents of importance or Brazing certificates obtained under your name will be listed under '**Documents**'. You may view or download and print/save.
- Choose what notifications you want to receive from ORAC Web Access Information – example check off Cool News and you will receive the email.
- If you Opt-Out this includes ALL emails. This could include important info about Labour Relations, Negotiation, event registration etc.

COMPANY PROFILE

Primary contacts have access to make changes, secondary contacts can only view. Refer to How to add or change Company Profile.

- Update the company info.
- Edit Specializations of services etc.
- Add new Offices or Branches or edit current listing.
- Manage contacts – you can add / remove contacts, manage the access they have.

Roles for Contacts

Role Associated labels are used to distinguish the type of access an ORAC Member has under their Company profile.

Contractors have the responsibility to update & manage their Contact Profile. Not keeping your info up to date, could lead to missing important notices pertaining to our industry, event & webinar registrations, and notice for ORAC Annual General Meeting.

PRIMARY CONTACT

- The primary contact of the Company is usually responsible for managing and renewing that Company's membership.
- A Contact who can access and update the Company's profile information through the website.
- Add new Contacts to the Company.
- Can choose what types of notices the other "secondary" contacts in your company would receive.

SECONDARY CONTACT

- A secondary contact who may hold a subset of the Primary Contact's permissions & access to pay invoices under their names.
- Can manage the types of notices to receive from ORAC.

OFFICE LEVEL USER

- Contact who can access and update the information of a specific Location (office) of that Company.

HR MANAGER

- A Contact who may hold various administrative privileges within the Company, such as being able to add Contacts to the Company and/or update its profile information.

How to Add Contacts

HOW DO PRIMARY CONTACTS CAN ADD NEW CONTACTS TO COMPANY PROFILE?

Only Primary Contacts have access to add new Contacts. If you do not have a login and would like to request one, please see How to Login or how to create a login? For Description of Roles refer to 'Roles for Contacts'

- 1) Login on to Website - Under Members Only - click Company Profile.
- 2) Scroll to the bottom of the screen.
- 3) At the bottom right-hand corner of the page, you will see the title Recent Contacts.
- 4) Click the green Manage Contacts button. When that screen opens there are 3 options.
 - Click Add Contact button
 - Edit or Remove from Company listed beside each contact's name.
- 5) Click Add Contact, then another screen will populate which is where you would fill out the contacts info along with the type of Access you would like them to have to the Company Account.

HOW TO ADD OR CHANGE YOUR COMPANY PROFILE?

Only Primary Contacts have access to make changes to the company profile.

- 1) Once the Primary Contact is login, under the Members Only - click Company Profile.
- 2) The Head Office is listed – to the right you will see a blue button Edit Company. Continue to scroll toward the bottom, and you can update the following. Company Specialization or Add another Office location.

ORAC COMMERCIAL CONTRACTORS MANUAL

We are very pleased to announce the 1st edition of the new ORAC Commercial Contractor's Manual. This "User Manual" has been created for commercial contractors to streamline our association operations as well as help our members get more value out of their ORAC membership experience.

The purpose of the manual is to explain to ORAC members, new or existing, "how ORAC works" so that our members can take full advantage of all the resources available to you.

To request a hard copy of the ORAC Commercial Contractor Manual email ORAC Office **contact@orac.ca**

APPRENTICE READY TO HIRE LIST

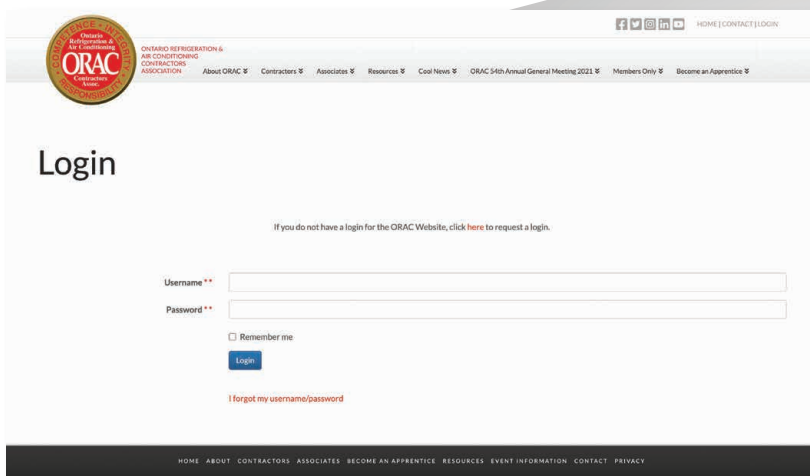
The Ready-to-Hire list is regularly maintained to reflect the most up to date changes in candidate availability. All first-year apprentices who are hired by a unionized contractor MUST have completed the ORAC First Year Apprentice Intake Program, and successfully chosen for the Ready-to-Hire list, to ensure that we are always welcoming the "Best and Brightest" candidates into the industry.

If you have any questions regarding the RTHL, contact Apprentice Intake Coordinator at **info@apprenticehvacr.ca**

TOTAL WAGE PACKAGE & LABOUR BURDEN CALCULATIONS

Members of ORAC can access the previous and current year's 'Total Wage Package & Labour Burden Calculations' by logging on when prompted.

The Labour Burden Calculations are for your information, please use them at your convenience.



The screenshot shows the ORAC website's login interface. At the top, there is a navigation bar with the ORAC logo on the left and a list of links on the right: HOME, CONTACT, LOGIN. Below the navigation bar, there is a horizontal menu with links: About ORAC, Contractors, Associates, Resources, Cool News, ORAC 54th Annual General Meeting 2021, Members Only, and Become an Apprentice. The main heading is "Login". Below this, there is a message: "If you do not have a login for the ORAC Website, click [here](#) to request a login." The login form consists of two input fields: "Username" and "Password", both marked with "**" for required. Below the password field is a checkbox labeled "Remember me". A blue "Login" button is positioned below the "Remember me" checkbox. At the bottom of the login section, there is a link: "I forgot my username/password". The footer of the website contains a dark bar with white text listing links: HOME, ABOUT, CONTRACTORS, ASSOCIATES, BECOME AN APPRENTICE, RESOURCES, EVENT INFORMATION, CONTACT, and PRIVACY.

ORAC
ONTARIO REFRIGERATION &
AIR CONDITIONING
CONTRACTORS
ASSOCIATION

HOME | CONTACT | LOGIN

About ORAC | Contractors | Associates | Resources | Cool News | ORAC 54th Annual General Meeting 2021 | Members Only | Become an Apprentice

Login

If you do not have a login for the ORAC Website, click [here](#) to request a login.

Username **

Password **

☐ Remember me

Login

[I forgot my username/password](#)

HOME | ABOUT | CONTRACTORS | ASSOCIATES | BECOME AN APPRENTICE | RESOURCES | EVENT INFORMATION | CONTACT | PRIVACY

TSSA INFORMATION – WHAT YOU NEED TO KNOW!

Are there any repercussions to Contractors Ignoring TSSA?

The simple answer to this question is **YES!** This tab is full of helpful & useful information regarding TSSA and FAQ.

P-DRAWING DOCUMENTS

ORAC has created complete current libraries of TSSA approved Canadian Registration Numbers (CRN), which can be looked up online at www.acicrn.com. Registered Standard Installation Designs (P-Drawings). These are available to all ORAC Members for their use to comply with relevant TSSA regulations.

BRAZING PROCEDURES SPECIFICATIONS (BPS) & PROCEDURE QUALIFICATION RECORDS (PQR)

All the ORAC brazing procedures have specific associated specifications, samples have been produced in accordance with those specifications, and these samples have been sent for independent laboratory testing.

Based on the successful results of this testing, TSSA has certified the ORAC brazing procedures. Login to Website to Access Brazing Procedures Specifications (BPS) & Brazing Procedure Qualification Records (PQR).

VIRTUAL BOARDROOM

A virtual meeting room is a unique identifier that allows ORAC to create a boardroom for an “Approved List of Contacts.” Current not available to Members.

BECOME AN APPRENTICE TAB

This tab will redirect you to ORAC 1st Year Apprenticeship Program

<https://orac.ca/apprentice/>

Becoming an Ontario HVACR apprentice is the first step to a very rewarding career. Only the most qualified candidates are selected for this program and are made available for hire to ORAC and UA Local 787 contractors.

Applications for the Apprentice Intake Program are accepted annually between December 1st - February 28th and May 1st - June 30th. Applications are accepted online at www.apprenticehvacr.ca during these two periods.

//NOTES



ORAC

Ontario Refrigeration & Air Conditioning
Contractors Association

ORAC OFFICE CONTACT

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www.orac.ca

APPRENTICE INTAKE

<https://orac.ca/apprentice/>