

Standard Certificate of Recognition (COR) For companies with 10 or more employees

Phone: 1-800-661-2272

Fax: 1-877-441-0440

The Certificate of Recognition program is available to all members and associate members of the ACSA from owner/operators to large corporations and is administered by the Alberta Construction Safety Association.

The process to obtaining a Certificate of Recognition for companies with ten or more employees is:

STEP 1 - Register the company in the program by filling in the attached COR™ registration form and faxing it back to the ACSA.

STEP 2 - Have at least one full-time employee complete the following core courses:

Principles of Health & Safety Management - A one-day course designed to help the company develop and implement a Health & Safety program.

Auditor Training Program (Peer Audit Certified) - A three-day course designed to help the person responsible for Health & Safety understand how to measure the effectiveness of the program within the company. This person is also required to be available to carry out an external peer audit (when requested by the ACSA) according to the requirements of the program.

Leadership for Safety Excellence - A two-day course designed to help the supervisor understand their Health & Safety roles and responsibilities. The course covers legislation, inspections, investigations and training (safety meetings, etc.).

Train-the-Trainer course - A one-day course in either Flagger, Transportation of Dangerous Goods (TDG) or Workplace Hazardous Materials Information System (WHMIS). Once the course is successfully completed, the participant can train other workers within the company.

The above courses require seven days of training and can be completed within a month's time if taken in Edmonton or Calgary. For outlying regions, the above courses are offered twice annually. Additional courses will be added if there is demand. **NOTE:** for certification as an ACSA auditor, a self-audit must be submitted within three months of completing the three-day course.

STEP 3 - On completion of the required training, the auditor must submit a self/qualification audit (within three months of course completion) and be confirmed as a certified auditor before the company can request an external audit (peer or consultant). A "Site Assessment" form must be filled out and faxed to the COR™ department in the Edmonton office (visit our website at www.acsa-safety.org or phone for a copy of this form). Arrangements for the audit, from notification date, could take from approximately four to six weeks to arrange. This timeframe is required due to audit load, availability of auditors within the industry, construction season activities, etc.



STEP 4 – The external audit should take approximately three working days to complete, for a company with up to 30 employees, depending on location of the active work site(s) in relation to the head office. Once the audit has been completed and the close out meeting (between the auditor and the company) has been held, the audit document must be forwarded by the company to the ACSA for review. This process may require ten (10) or more working days to complete.

STEP 5 – The ACSA forwards a request for certification to Alberta Human Services, Workplace Health & Safety for issuance of the Certificate of Recognition. This process could take up to four weeks to complete.

STEP 6 – Peer Auditor selection and remuneration.

- a) A Peer Auditor is an individual certified by a certifying partner (ACSA) to conduct health and safety audits. A company audited by a peer auditor will reciprocate the peer audit equal in number of “auditor days” used to complete their peer audit.
- b) The company will reciprocate these “auditor days” within 180 days, or pay the ACSA the rate of \$600 per day, equal to the number of “auditor days” expended for their peer audit.
- c) Any travel costs associated with the audit must be discussed and agreed upon by the auditor and auditee company before the start of the audit. The auditee company will then be responsible for these costs. When selecting auditors for the peer audit, the ACSA will attempt to match industry classifications.
- d) A company may choose to opt out of the Peer Process, and is therefore not obligated to conduct external peer audits for the ACSA. A company that opts out of the Peer Process must pay for an external audit using one of the consultant auditors approved by the ACSA.

STEP 7 – Audited company will have their COR™ revoked if Step 6 is not complied with via payment by monies or “auditor days”. Approval must be granted by the Executive Director of the ACSA before the COR will be revoked.

* **Travel expense reimbursement as per Canada Revenue Agency guidelines.**

<http://www.cra-arc.gc.ca/tx/ndvdls/tpcs/ncm-tx/rtrn/cmpltng/ddctns/lns248-260/255/rts-eng.html>



Standard Certificate of Recognition COR™ Process

STEP 1



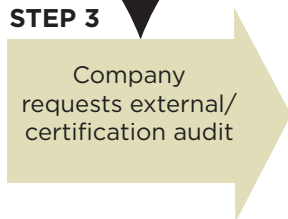
STEP 2



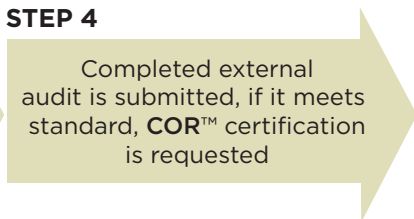
- PHSM™
- ATP™
- LSE
- WHMIS, TDG or Flagger (Train-the-trainer)

- Company Health & Safety Policy
- Workplace Hazard Assessment & Control
- Safe Work Practices
- Safe Job Procedures
- Company Rules
- Personal Protective Equipment Policy
- Preventative Maintenance Policy
- Training & Communications Policy
- Inspection Policy
- Incident Investigation Policy
- Emergency Preparedness
- Records & Statistics
- Legislation
- Appendix

STEP 3



STEP 4



STEP 5





Standard Certificate of Recognition (COR) Registration Form

Yes, I have read the program summary and agree to the terms and conditions. I would like to participate in the Alberta Construction Safety Association (ACSA) **COR™** program.

Company's Legal Name: _____

Operating Name: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Phone No.: (____) _____ Fax No.: (____) _____

E-mail: _____

Contact Person(s) for COR™: _____ Signature: _____

WCB Account Number: _____ WCB Industry Code: _____

Do you have any related companies? Yes No

If yes, please list below.

Legal Name(s): _____

WCB Account Number(s): _____

WCB Industry Code(s): _____

To be signed by CEO, Senior Manager or Owner of the company showing commitment in participating in the **COR™** Program:

Name (print): _____ Signed: _____

Title: _____ Date signed: _____

My signature indicates that all the information on this form is true and correct.

Please return this form to one of the addresses below:

Alberta Construction Safety Association
#101, 225 Parsons Road, S.W.
Edmonton, Alberta T6X 0W6
Fax: (780) 455-1120 or 1-877-441-0440
cor@acsa-safety.org

The information provided will be used for registration in the Certificate of Recognition (COR™) program. This information will need to be disclosed to the provincial government to actually award the COR™. The ACSA also provides a list of COR™ holders to the various government and industries to facilitate the bidding and issuance of contracts. By providing this information, you are granting the ACSA the right to provide this information to these third parties. If you do not want this information provided to facilitate the bidding process, you may express your preference by sending a letter, calling or e-mailing the ACSA Privacy Coordinator at privacy@acsa-safety.org. Except as described herein, we do not sell, rent or otherwise share or disclose your private, personally identifiable information to third parties.





Principles of Health and Safety Management (PHSM)™

This one-day course is designed to provide company owners, managers, and supervisors with information and instruction about developing a simple, cost-effective Health & Safety manual.

Course Objectives:

- To provide owners, managers, and supervisors with the information required to assist in developing a company-specific Health and Safety Program
- To provide information to participants about the benefits associated with implementing a company Health and Safety Program
- To provide guidance to management, supervisors, and workers regarding their assigned responsibility and accountability for safety
- To provide assistance in communicating health and safety information to affected workers
- To assist employers in the health and safety implementation process

Pre-requisites:

- Working knowledge of field operations and strong communication skills are recommended

Course Content:

- The purpose and benefits of a Health and Safety Program
- Due Diligence
- Required elements in an effective Health and Safety Program
- Review of applicable legislation – Occupational Health & Safety Act, Regulation and Code
- Resources available for use in developing a Health and Safety manual
- Tools to develop, promote and implement a Safe Driving Program

This course is directed towards the construction industry. Topics discussed provide the fundamental information required for the development and implementation of an effective Health and Safety Program. Many construction employers in the province of Alberta have used this information as the foundation for developing their Health and Safety Programs.

Certification: This course has a written exam component for which participants must achieve a minimum score of 80% for course certification.

NOTE: Participation in this course is a pre-requisite of the Auditor Training Program.

This course is one of the required four courses for the standard Certificate of Recognition



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Auditor Training Program (ATP)[™]

The Auditor Training course is offered over a three-day period. This course is designed for individuals who will be evaluating the effectiveness of a company's Health & Safety program by providing training in a cost-effective method for measuring existing Health and Safety management systems. In this course, participants will be shown how quality audits reduce risk through a systems approach that maintains focus on the reduction and elimination of incidents.

Course Objective:

To provide information relating to the significance of conducting effective health and safety audits

Pre-requisites:

- Completion of the Principles of Health and Safety Management (PHSM)[™] course prior to registering in the Auditor Training Program is mandatory.

This two-level program consists of a three-day course (Certificate of Completion) and Qualification/ Self-Audit submission (Certified Peer Auditor Certificate).

CERTIFICATE OF COMPLETION – First Level of the Program

- This course is divided into five modules addressing the following:
- Introduction to the auditing process
- Responsibilities of all parties involved
- Chronological Steps of an Audit process
- How to use the ACSA Audit Document
- Workshop

This course has an in depth workshop, through which all participants must demonstrate an understanding of the auditing process. Participants must also complete the written exam component, in which they must attain a minimum score of 80% for course certification (Certificate of Completion).

CERTIFIED PEER AUDITOR CERTIFICATE – Second Level of the Program

In order to receive the Certified Peer Auditor Certificate, the participant must submit a qualification/ self-audit (individually conducted) within **three months** of course completion – the qualification/ self-audit must be completed correctly and reviewed by the ACSA before and ACSA Peer Auditor Certificate can be issued.

A Peer Auditor Certificate will be issued upon successful completion of the certification requirements. Once certified as a Peer Auditor, the auditor must maintain his/her certification by completing and submitting an **annual** internal, maintenance, or external audit.

Note:

1. Qualification Self-Audit Submission is required for those seeking peer auditor certification for the purpose of obtaining a company's Certificate of Recognition (COR[™]).
2. Qualification Audit Submission is recommended, but not required for the:
 - Health & Safety Administrator (HSA) designation
 - National Construction Safety Officer designation

This course is one of the required four courses for the standard Certificate of Recognition



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Leadership for Safety Excellence (LSE)™

This two-level program consists of a two-day course (Certificate of Completion) and documentation submission (Certificate of Proficiency). It is designed for management and supervisory positions. This program will assist managers and supervisors in integrating health and safety in their everyday planning as well as in creating and promoting a safe and healthy work environment.

Course Objectives:

- To define the role of the supervisor
- To explain the responsibilities for safety on the work site for managers, supervisors and workers
- To provide the supervisor some familiarity with the Alberta OH&S Legislation
- To explain the scope and significance of Hazard Assessments

Pre-requisites:

- Completion of the Principles of Health & Safety Management (PHSM) course is recommended.

CERTIFICATE OF COMPLETION – First Level of the Program

This course is divided into four modules addressing the following:

- **Supervisor's Role**
 - Promote and enforce safety standards in the workplace
 - Know the elements of a health and safety program
 - Know manager, supervisor, and worker responsibilities
 - Know regulatory requirements
 - Understand the corporate culture and its effects on workers
- **Investigations**
 - Reasons for investigations
 - When to perform investigations
 - Steps for a successful investigation process
 - Selling recommendations to management and workers
 - Legislative obligations
- **Inspections**
 - Definition
 - Purpose and types of inspections
 - Conducting inspections
 - Prioritizing deficiencies (concerns)
 - Reporting and follow-up
 - Selling recommendations to management
- **Training and workers**
 - Reasons for training
 - Definition
 - Types of Orientations
 - On-the-Job Training (OJT)
 - Getting the most out of your safety meetings
 - Planning and conducting a training session

This course has a written exam component for which participants must attain a minimum score of 80% for course certification.

CERTIFICATE OF PROFICIENCY – Second Level of the Program

In order to receive the Certificate of Proficiency in the Leadership for Safety Excellence program, copies of the following must be submitted to the ACSA:

- Proof of direct involvement in a hazard assessment and corrective action report; toolbox meeting; site inspection; and site investigation (incident or near-incident).

Note: Certificate of Completion is required for the Health & Safety Administrator (HSA) Program. Certificate of Proficiency is required for the National Construction Safety Officer (NCSO) Program.

This course is one of the required four courses for the standard Certificate of Recognition



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Workplace Hazardous Materials Information System (WHMIS) Train-the-Trainer

This one day course is designed for individuals who are responsible for providing WHMIS training and/or establishing and maintaining their company's WHMIS program.

Course Objectives:

To provide participants with:

- Certification and resources used to conduct generic worker WHMIS training
- Information and instruction about developing site-specific programs in compliance with legislative requirements
- Instruction about the use of WHMIS to protect health and safety on the work site

Pre-requisites:

- Completion of the Construction Safety Training System (CSTS) or the Roadbuilder's Safety Training System (RSTS) that includes a generic WHMIS worker module is recommended.

Course Content:

Warning Labels

- Identification of warning symbols
- Appropriate labeling requirements for controlled products

Material Safety Data Sheets (MSDS)

- All controlled substances must have an MSDS
- Interpretation

Worker Training

- Techniques to suitably relay the meaning of WHMIS information to workers
- How workers can use this information to protect their health and safety

Certification:

This course has a written exam component for which participants must achieve a minimum score of 80% for course certification.

Certification allows the trainer to conduct WHMIS training using ACSA materials.

Re-certification is required every three years and can be achieved by taking the one day course again, or by successfully challenging the written exam.

This course can be one of the 4 courses required for the standard Certificate of Recognition





Transportation of Dangerous Goods (TDG) Train-the-Trainer

This one day course is for individuals who are responsible for training workers who may be involved in transporting, handling, shipping, receiving, or offering dangerous goods for transport.

Course Objectives:

To provide participants with:

- Certification to conduct TDG Training
- Information relating to developing and/or maintaining a site-specific TDG Program

Pre-requisites:

- Some prior knowledge of WHMIS and basic TDG is beneficial.

Course Content:

- Classifications of dangerous goods
- Applicable safety markings and means of containment
- Required shipping documentation
- Dangerous Occurrence Reporting and accidental releases
- Applicable legislation elements and requirements
- Exemptions
- Training
- Enforcement process
- Penalties (fines)

Certification:

This course has a written exam component for which participants must achieve a minimum score of 80% for course certification.

Certification allows the trainer to conduct TDG training using ACSA materials.

NOTE: Trainer re-certification is required every three years through taking the one day course again, or successfully challenging an exam.

This course can be
one of the 4 courses
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Flagger Train-the-Trainer

This one day course is designed for individuals who are involved in day-to-day operations where workers and the general public are exposed to traffic hazards created by vehicles and/or equipment. Safety precautions must be implemented for the protection of personnel who come into contact with the construction zone.

Course Objectives:

- To provide information about standardized Flagger procedures in the construction industry in Alberta
- To inform about the legislated responsibilities of the employer and the flagger
- To provide guidance in complying with applicable legislation

Pre-requisites:

- Field construction and/or flagger experience is an asset.

Course Content

This course focuses on:

- Training workers who have no prior knowledge or experience in flagging
- The flagger's responsibility for protecting themselves, co-workers, and the general public
- Identifying the correct flagging practices, procedures, equipment, and clothing to be used
- Communicating with co-workers and the general public
- The importance of the flag station and the flagger's location
- Dealing with situations involving emergency vehicles and others
- Developing a training program using the "Tell, Show, Do & Review" method

Certification:

This course has a written exam component for which participants must achieve a minimum score of 80% for course certification.

Certification allows the trainer to conduct Flagger training using ACSA materials.

Trainer re-certification is required every three years by taking the one day course again, or by successfully challenging an exam.

NOTE: This course is recommended as a pre-requisite for the Alberta Temporary Traffic Accommodation Course (ATTC).

This course can be one of the 4 courses required for the standard Certificate of Recognition



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