

# Alberta Construction Safety Association

## Small Employer Certificate of Recognition (SECOR)

Please be advised that in order to qualify for the Small Employer program your company may have no more than 10 employees. This number must take into account all staff that are covered under the WCB account. This includes owners, managers, clerical or administrative staff, part-time workers, temporary staff, family members and volunteers. The process to obtaining a Certificate of Recognition for Small Employers is as follows:

**STEP 1** – Be a member or associate member of the Alberta Construction Safety Association.

**STEP 2** - Register the company in the Certificate of Recognition program for small employers by filling out the attached form and faxing it back to the ACSA.

**STEP 3** - The Owner/or most senior operational person must take the one-day Small Employer Health and Safety Management program on how to build a Health & Safety program.

**STEP 4** – The Owner/or most senior operational person must complete the Construction Safety Training System (CSTS) or the Roadbuilders' Safety Training System (RSTS) inter-active computer-based program. Field employees are strongly recommended to participate in this program.

**STEP 5** – The owner/or most senior operational person must be certified in standard First Aid/CPR (Level A). Refer to AOH&S Act, Regulation and Code for the number and level of required certified First Aid trained personnel.

A copy of the First Aid certificate must be faxed to the ACSA as part of the training requirements. *[The following website has an approved listing of first aid agencies and the levels required: [www3.gov.ab.ca/hre/whs/courses/pdf/firstaid\\_courses.pdf](http://www3.gov.ab.ca/hre/whs/courses/pdf/firstaid_courses.pdf)]*

**STEP 6** - Build your Health and Safety program using the guidelines from the Small Employer Health and safety Management training manual you received at the course (CD is also available).

**STEP 7** – Once you have built your H&S program and have used it for at least three months, fill out the Small Employer Evaluation Tool attaching photocopies of all supporting documentation as requested in the Tool.

**STEP 8** - Submit the above package (Evaluation Tool + supporting documentation) to the ACSA for review. If approved, the ACSA will make application to Alberta Human Resources and Employment, Workplace Health and Safety for a Small Employer Certificate of Recognition.

**This certification process (Step 8) could take approximately two to three weeks to complete, barring any unforeseen errors and/or omissions.**

Note: Although this program is widely recognized, it would be to your benefit to verify that this is the standard required by those you are bidding work to.

# Small Employer Certificate of Recognition Program (SECOR) Registration Form

Yes, I have read the program Summary and I would like to participate in the Alberta Construction Safety Association (ACSA) Small Employer Certificate of Recognition program.

Company's Legal Name: \_\_\_\_\_

Operating Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone No.: (\_\_\_\_) \_\_\_\_\_ Fax No.: (\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_

Contact Person(s) for COR: \_\_\_\_\_

WCB Account Number: \_\_\_\_\_ WCB Industry Code: \_\_\_\_\_

Do you have any related Companies?  Yes  No If yes, please list below.

Legal Name

WCB Account Number(s)

WCB Industry Code(s)

To be signed by Owner of the company showing commitment in participating in the COR program:

Name (print): \_\_\_\_\_

Signed: \_\_\_\_\_

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

Please return this Form to:  
Alberta Construction Safety Association 13025 St. Albert Trail  
Edmonton, Alberta T5L 5G2  
Fax: (780) 455-1120 or Toll Free 1-877-441-0440

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 emailing the ACSA Privacy Coordinator at [privacy@acsa-safety.org](mailto: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.

## **Small Employer Health and Safety Management Course**

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**This one-day course is designed to provide the small employers the knowledge to develop and maintain a simple, cost effective Health and Safety Management System.**

### **Course Objectives:**

- To provide knowledge and guidance to the development of a basic and cost effective Health and Safety Management System
- To explain the system elements
- To assist the employer in meeting the Small Employer Certificate of Recognition requirements

By the end of this one-day course, the participants should know:

- The background and reasons for developing a Health and Safety Program
- The basic elements of a Health and Safety Program
- The requirements for maintain the Small Employer Certificate of Recognition
- How to revise and update the Health and Safety Manual
- How to maintain the organization/company's Health and Safety Program
- Basic Health and Safety terminology
- What ACSA resources are available to them

This course is one of the required core courses for the “**Small Employer Certificate of Recognition (SECOR)**” program

# Construction Safety Training System (CSTS)

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This program is designed for the individual worker and is offered through a Multimedia CD-ROM Interactive Video Computer system. The training is done individually and takes, on average, 4.5 hours to complete. The participant is instructed on various health & safety topics and tested for 100% mastery of content. This program gives the individual and employer the flexibility of training when and where it is most convenient.

## Lessons & Topics include:

### **The Law at Work**

- Who's Responsible for Safety?
- Training & Qualifications
- Incidents & Injuries
- Safe Work Practices
- Job Procedures

### **Workplace Hazards**

- Hazard Recognition
- Field Level Risk Assessment
- Identifying & Controlling Hazards
- Invisible Hazards

### **Personal Protective Equipment**

- PPE Defined
- Basic PPE
- Clothing
- Fall Arresting Protection
- Respiratory Equipment

### **Personal Physical Care**

- Fitness for Work
- Caring for your Body
- Drugs & Alcohol
- Alcohol & Drug Guideline

### **Housekeeping**

- Cleaning Up
- Slips, Trips, & Falls
- Signs & Entryways

### **Ladders & Scaffolding**

- Fall Protection
- Ladder Types
- Using Portable Ladders
- Erecting Scaffolds
- Working from Scaffolds

### **Machinery, Tools & Equipment**

- Inspecting your Equipment
- Electrical Tool Hazards
- Pinch Points & Guards
- Air-Activated Tools
- Powder-Actuated Tools

### **Mobile Equipment**

- Equipment Hazards
- Visibility & Traffic Control
- Rigging & Hoisting

### **Excavating & Trenching**

- Causes of Injuries
- Dial Before You Dig
- Soil Types & Ground Conditions
- Shoring, Sloping & Spoil Piles
- Cleanup & Erosion Control

### **Emergency Response**

- Emergency Preparedness
- First Aid
- Fires & Explosions
- Compressed Gases

### **Working With Chemicals (WHMIS)**

- The Purpose of Labels
- Material Safety Data Sheets
- Hazard Symbols
- Protecting Yourself

### **Environmental Factors**

- Dealing with Releases
- Transporting Hazardous Material
- Hazardous Waste
- Your Responsibilities

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This program includes generic worker WHMIS certification and helps reduce the amount of time and money spent on conventional health and safety classroom-style training.

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# Roadbuilders Safety Training System (RSTS)

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This computer-based program is designed for the individual worker in the roadbuilding industry and is a comprehensive multi-media program that allows individualized, self-paced learning and is tailored specifically to the roadbuilding industry.

The Roadbuilders Safety Training System (RSTS) provides a powerful training medium that incorporates the following features to create an optimal training environment:

- Individualized, self-paced instruction
- Documents 100% mastery of subject material
- Interactive review and practice sessions with immediate feedback
- Competency based training
- Learning is presented, monitored, tested and validated in less than half the time required by traditional training methods

## Program Modules:

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|----------------------------------|------------------------------|
| 1. The Law at Work               | 9. Basework                  |
| 2. General Job Site Awareness    | 10. Crushing and Washing     |
| 3. Traffic Control               | 11. Concrete Plants          |
| 4. Utilities                     | 12. Concrete in Construction |
| 5. Excavation and Shoring Safety | 13. Redi Mix Drivers         |
| 6. WHMIS                         | 14. Asphalt Plants           |
| 7. Earthmoving                   | 15. Paving                   |
| 8. Sewers and Water              | 16. Highway Maintenance      |
|                                  | 17. Specialized Work         |

## Summary:

To be certified by the ACSA, the participant needs to attain 100% mastery of modules **1 thru 6, 17 plus 1 work specific**. The ACSA will certify workers trained in-house upon receipt of electronic transfer of training records.

This program provides worker certification with roadbuilding industry Generic WHMIS and will help reduce the amount of time and money spent on conventional health & safety classroom