

# Alberta Construction Safety Association

## Certificate of Recognition (COR) Process

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** – A two-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 Flagperson or 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 six 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. NOTE: for certification as an ACSA auditor, a self-audit must be submitted within six months of completing the two-day course.

**STEP 3** – On completion of the required training, the auditor must submit a self audit and be confirmed as a certified auditor **before** the company can request an external PEER audit. A "Site Assessment for Peer Audit" form must be filled out and faxed to the COR department in the Edmonton office (phone for a copy of this form). **Arrangements for the audit, from notification date, could take from approximately four 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 PEER audit should take approximately two 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 should take less than ten days to complete, barring any unforeseen errors and/or omissions in the audit.**

**STEP 5 – The ACSA forwards a request for certification to Alberta Human Resources and Employment, 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 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.

\*Travel expense reimbursement as per ACSA guidelines.

**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 ACSA guidelines.

# **CERTIFICATE OF RECOGNITION (COR) PROGRAM**

## **Construction 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 Number: \_\_\_\_\_ Fax Number \_\_\_\_\_

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

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

WCB Account Number: \_\_\_\_\_ WCB Industry Code(s): \_\_\_\_\_

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

Legal Name	WCB Account #	WCB Ind. Code #
_____	_____	_____

To be signed by CEO, Manager or Owner of 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  
13025 St. Albert Trail  
Edmonton, Alberta  
T5L 5G2  
Fax: (780) 455-1120 or 1-800-441-0440

Alberta Construction Safety Association  
201, 2725 – 12 Street, N.E  
Calgary, Alberta  
T2E 7J2  
Fax: (403) 250-2852 or 1-877-258-5881

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.

# **Principles of Health and Safety Management (PHSM)**

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This one-day course is designed to provide company owners, managers, and supervisors the knowledge to develop a simple, cost-effective Health and Safety manual.

## **Course Objectives:**

- To teach owners, managers, and supervisors the steps to take in developing a company-specific health and safety program
- To provide information to participants about the benefits of having a company health and safety program
- To provide guidance to management, supervisors, and workers in their assigned responsibility and accountability for safety
- To assist employers in the health and safety implementation process

**Pre-requisites:     None**

## **Course Content:**

- Explain the purpose of a health and safety program
- Explain Due Diligence
- Identify the elements required in an effective health and safety program
- Review the applicable legislation – Occupational Health & Safety Act and Regulations
- Assistance and resources available

This course is directed to the construction industry and the topics discussed provide the fundamental knowledge 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 building blocks to development of their health and safety program.

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This course is one of the required four core courses for the  
Certificate of Recognition (COR) Program

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# Auditor Training Program

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This two-day course is designed for those who will be evaluating the effectiveness of their company health and safety program. Program audits are a very cost-effective method of measuring existing management systems. In this program you will learn how quality audits reduce risk through a systems approach that maintains focus on accident reduction.

## **Course Objective:**

To teach participants the importance of conducting effective health and safety audits.

## **Pre-requisites: Principles of Health and Safety Management (PHSM)**

Participants must have an understanding of health and safety management systems before enrolling in this program. All auditor candidates should have a working knowledge of field operations and possess strong communication and analytical skills.

## **Course Content:**

**The participant will discover what role the auditor plays in the health and safety management system along with the following:**

- Reasons for performing audits and types of audits available
- How to carry out effective interviews, communicate the findings through a close-out meeting and prepare the Auditor's Executive Summary report
- Legislative and Due Diligence requirements
- Examine how corporate culture affects the health and safety program
- The ACSA Quality Assurance review
- The simulated workshop starts the afternoon of the first day and concludes during day two with a mock audit close-out meeting and wrap up

## ***Certification:***

Participants must:

- Successfully meet the course requirements
- Submit a self-audit within **six months** of course completion and the self-audit must be completed correctly and reviewed by the ACSA
- A Peer Auditor Certificate will be issued upon successful completion of the above

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This program is one of the four core courses required for the  
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# **Leadership for Safety Excellence (LSE)**

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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 enable supervisors to build health and safety into their every-day planning, create and promote a safe work environment where people can work safely, and help make a lasting contribution to the reduction of incidents in the industry.

**CERTIFICATE OF COMPLETION:** First level of the Program

**Course Objectives:**

- To define the supervisor's role
- To explain the supervisor's responsibilities for safety on the worksite.

**Pre-requisites:** **None, but recommend completion of the Principles of Health & Safety Management (PHSM) course**

**Course content:**

The course is divided into four modules dealing with the following:

**1. Supervisor's Role**

Promoting and enforcing safety standards in the workplace  
Know the elements of a health and safety program  
Know manager, supervisor, and worker responsibilities  
Know regulatory requirements  
Corporate culture issues

**2. Inspections**

Definition  
Purpose and types of inspections  
Conducting inspections  
Prioritizing deficiencies (concerns)  
Reporting and follow-up  
Selling recommendations to management and workers

**3. Investigations**

Reasons for investigations  
When to investigate  
Preparing for an investigation  
Legislation obligations  
Conducting a successful investigation  
Reporting and follow-up  
Selling recommendations to management and workers

**4. Training**

Reasons for training  
Definition  
Orientations (three types)  
On-the-job training (OJT)  
Getting the most out of your safety meetings  
Planning and conducting a training session

**CERTIFICATE OF PROFICIENCY:** Second level of the Program

In order to receive the Certificate of Proficiency and successfully complete the Leadership for Safety Excellence program, a copy of the following items must be sent to the Alberta Construction Safety Association:

- Proof of involvement in a hazard assessment and corrective action report, toolbox meeting, site inspection, and site investigation (incident, accident, or near miss)
- Documentation must be submitted prior to registering in the Construction Safety Administration Course

**Note:** Certificate of Proficiency is a requirement of the national standard Construction Safety Officer (CSO) Program.

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This two-day course is one of the four core courses required for the Certificate of Recognition (COR) Program.

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# **Workplace Hazardous Materials Information System (WHMIS)**

## **Train-the-Trainer**

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This one-day course is designed for those who are responsible for establishing and maintaining their company's WHMIS program.

### **Course Objectives:**

#### **To provide the participants:**

- Certification to conduct generic WHMIS in-house training
- Knowledge to develop site-specific programs to fulfill legislative requirements
- Knowledge to use WHMIS to protect everyone's health and safety on the work site
- Information to facilitate a self-study program for workers
- Knowledge to evaluate worker competency through an exam

**NOTE:** Workers will receive a wallet-sized card proving WHMIS certification from the ACSA.

**Pre-requisites:** None

**Course Content:** The course covers:

#### **Warning labels**

- **Identifying warning symbols**
- Proper labeling on controlled products

#### **Material Safety Data Sheets (MSDS)**

- **All MSDS's must be up-to-date**
- All controlled substances must have an MSDS
- Interpretation

#### **Worker Training – Trainers are taught:**

- To relay the proper meaning of this information to the worker
- How workers can use this information to protect their health and safety on the work site

Participants who successfully meet the course requirements will be issued a WHMIS Train-the-Trainer certificate good for a three-year period.

**This course can be one of the four core courses required for the Certificate of Recognition Program (COR)**