

2017 COR® Registration Process Update

The Saskatchewan Construction Safety Association (SCSA) and its members are known for their efforts in leading injury prevention and reduction in order to improve the overall health and safety of workplaces in the province. The Certificate of Recognition (COR®) program in particular is designed to help companies reduce the human and financial losses associated with accidents.

To assist companies in their progress toward achieving COR certification and to enhance the integrity of the program, the SCSA has implemented following updates to the registration process:

Companies registering for the COR program must achieve certification within 18 months by meeting the following milestones:

Milestone #1

- Complete minimum training standards and proficiencies required
- Ensure Health and Safety Manual is submitted, reviewed, and approved by the SCSA within 12 months of registration date

Milestone #2

- Schedule and complete a Baseline Audit
- Successfully achieve COR certification within 18 months of the registration date

The SCSA website has been updated with a real-time searchable directory of companies registered and certified in the COR program. As a company moves from registered to certified

status in our system, this list will be automatically updated. If a company does not meet the milestones mentioned above, they will be removed from the directory. Visit www.scsaonline.ca/news/scsa-cor-companies to view the current list.

Please note that these updates to the COR program reflect the SCSA's ongoing commitment to continually improving programs for the purpose of reducing the financial and human costs associated with injuries in the workplace. For more information on these updates, please visit www.scsaonline.ca/cor-updates or contact your nearest SCSA office.

Frequently Asked Questions

What updates were made to the Certificate of Recognition (COR®) program registration process?

Everyone registering for the COR program will have to successfully achieve certification within 18 months.

Achieving COR seems challenging. Is help available?

Upon registration, the Saskatchewan Construction Safety Association (SCSA) Program Services department is available to help you register for your required classes and answer any questions you may have. In addition, each company is assigned an SCSA Safety Advisor at the point of registration. A Safety Advisor will be in contact with you and can help you in a number of areas, including the development of your Health and Safety Program and preparing for your Baseline Audit.

The COR® and SECOR® logos are available for use on your company signage, website, vehicles, promotional materials, letterhead and more! Any COR or SECOR certified company interested in using these logos can request an application form by emailing scsaprograminfo@scsaonline.ca



What timeline should I follow to ensure I complete the training and submit the appropriate documents on time?

Requirement	Suggested Timeframe
4 COR courses completed	Within months 1-6
Self-Audit and Leadership for Safety Excellence (LSE) Proficiencies submitted and approved	Within months 6-8 **to accommodate review time and possible corrections
Health and Safety Manual submitted and approved	Within months 9-10 **to accommodate review time and possible corrections
Contact the SCSA for Milestone #2 letter	After Milestone #1 letter requirements have been met; prior to Milestone #1 letter expiration date
Contact the SCSA to book a Baseline Audit	Within 12-13 months from registration date
Baseline Audit conducted	Within months 14-16
Corrective Action Plan submitted along with payment for Audit Invoice	Within months 17-18

I am currently registered for COR. How will this affect me?

We are contacting all companies who registered for the COR program prior to 2017 to advise them of the process updates. These companies will have 18 months from the point of contact to successfully achieve COR certification and will be required to meet the same milestones. Please note that it will take our staff time to work through the list of companies. If you have not yet been contacted, your current letter of registration is valid until that time.

I am not interested in staying in the COR program. What happens if I want to opt out?

If you no longer wish to be in the COR program, there will be a six-month waiting period before you can re-apply.

I have completed my training with proficiencies and recently had my Health and Safety manual reviewed and approved; how do I get the Milestone #2 letter?

Companies who have successfully completed the required training with proficiencies and have had their Health and Safety Manual successfully pass an administrative review by the SCSA are required to contact SCSA Program Services to request the Milestone #2 letter. Milestone #2 letters must be requested prior to the expiration date indicated on the Milestone #1 letter.

What happens if I can't complete the training or submit my Health and Safety Manual by the Milestone #1 deadline (12 months from registration date)?

Should a company fail to achieve the training, proficiencies, and Health and Safety Manual requirements outlined in the

Milestone #1 letter, there will be a six-month waiting period before they are eligible to re-apply to the COR program.

When is the best time to book our Baseline Audit?

Baseline Audits are typically booked 2-3 months in advance. Once the above noted minimum requirements have been met, it is best practice to complete and submit the provided Site Assessment Form to the SCSA as soon as possible to ensure an audit spot.

What happens if I can't have my Baseline Audit conducted by the Milestone #2 deadline?

Should a company fail to achieve COR Certification as outlined in the Milestone #2 letter, there will be a 6-month waiting period before they are eligible to re-apply to the COR program.

Who can I contact if I have additional questions regarding my COR registration?

Please contact SCSA Program Services in Regina at 306-525-0175 or in Saskatoon at 306-652-0907 or email scsaprograminfo@scsaonline.ca. You can also visit www.scsaonline.ca/cor-updates

How long are Milestone #2 letters valid for?

As soon as the Milestone #1 letter requirements noted above have been met, the company should contact the SCSA to request the Milestone #2 letter. This letter will be valid for the remaining time of the overall 18-month registration timeline. The overall 18-month COR Certification deadline is indicated on the original Milestone #1 letter.