

COR™/SECOR™ Certification

Certificate of Recognition

Small Employer Certificate of Recognition

Manitoba Heavy Construction Association (MHCA)

Outline

- About MHCA
- About the WORKSAFELY™ Program
- Certificate of Recognition (COR™)
- Process
- Initial Cost of Achieving COR™ or SECOR™

Manitoba Heavy Construction Association

- Founded in 1943, the Manitoba Heavy Construction Association (MHCA) is a non-profit organization advocating the positive relationship between sustainable investment in infrastructure and our quality of life, the economy, and the environment.
- The Association promotes a safe workplace for industry employees, by providing an integrated Safety, and Health Program
- Our membership includes contractors engaged in road building, sewer & water, excavation, bridge building, the sub trades to contractors and the supply side of industry, including aggregates, petroleum, engineering, heavy equipment, financial, and bonding agencies, local government and related services.

Manitoba Heavy Construction Association

WORKSAFELY™

“Working Towards Injury Prevention & Environmental Responsibility in Heavy Construction”

WORKSAFELY™ is...

**Industry Founded,
Industry Funded,
Industry Driven, &
Industry Managed**



Who is the Industry?

- All companies who pay into the WCB 407/408 rate group

Certificate of Recognition (COR™/SECOR™)

- Framework for your loss prevention / risk management systems
- Comprehensive business approach to reducing human, financial, and environmental costs of an accident
- Involves education, implementation and auditing
- Establishes a “Safety Culture” in the workplace
- Awarded to a company who has successfully developed and implemented a Safety Program that meets the provincial and national standards

COR™ and SECOR™

- A registered trademark used by the members of the CFCSA (Canadian Federation of Construction Safety Associations)
- WORKSAFELY™ COR™ is nationally recognized
- Assists organizations in establishing pre-qualification requirements for purchasers of construction and related services in Manitoba

- COR™ or SECOR™ is a condition of contract with :
 - MB Infrastructure & Transportation (MIT),
 - Industry Trade & Mines,
 - Manitoba Hydro,
 - The City of Winnipeg,
 - Manitoba Water Services Board (MWSB)
 - MB Conservation,
 - MB STEM (Science Technology Energy and Mines)
 - Aboriginal and Northern Affairs,
 - many others.

- COR™
 - Organizations of 20 or more workforce

OR

- SECOR™
 - Organizations of 19 or less workforce
 - Can elect to be COR™ certified

COR™ or SECOR™ Process

- Organization calls **WORKSAFELY™** and registers into the program
 - Mandatory training is booked and prepaid - Issued letter of Registration valid for 3 months
- Purchase Associate member annual fee \$400.00
- Within 3 months of registering:
 - COR™ organizations:
 - One full time employee and one manager take 3 mandatory courses
 - SECOR™ organizations:
 - One full time one manager or worker take 3 mandatory courses
- Completion of training – organization receives In Process letter valid for 18 months from date of registration

COR™ or SECOR™ Process

- Organization creates and implements Safety Manual (Program)
- Organization calls **WORKSAFELY™** to arrange audit Readiness Service (not mandatory but recommended)
- Organization arranges to have an External Audit (a worksite must be available to observe and employees to interview)
- Upon completion of External Audit (pass mark of 80% or higher with at least 50% in each audit element)
- Receive a certificate and COR™ or SECOR™ number valid for one year
- **“If process is not completed within 18 months of registering must restart process.”**

Training:

- Regional based upon demand:
 - Western
 - Parkland
 - Northern
 - Central
 - Midwestern
 - Interlake
 - Eastern
- Monthly in Winnipeg
- minimum of 6 participants

Mandatory Courses



Leadership in Safety Excellence 2 day training – 16 hours

- Legislation based
- Provides knowledge and information of roles and responsibilities in the workplace
- Provides info to assist in planning, developing and promoting a safety and health culture within the organization

Mandatory Courses

Auditor Training Program

2 days training – 16 hours

- For 'Auditors-in-training' who will be evaluating the company's safety and health program
- Instructs on the steps required to conduct an Internal Audit for the organization
- What you learn:
 - What is an Audit
 - Required standards and protocols
 - Overview Auditor's responsibilities
 - How to develop an Executive Summary Report and a Corrective Action Plan

Mandatory Courses

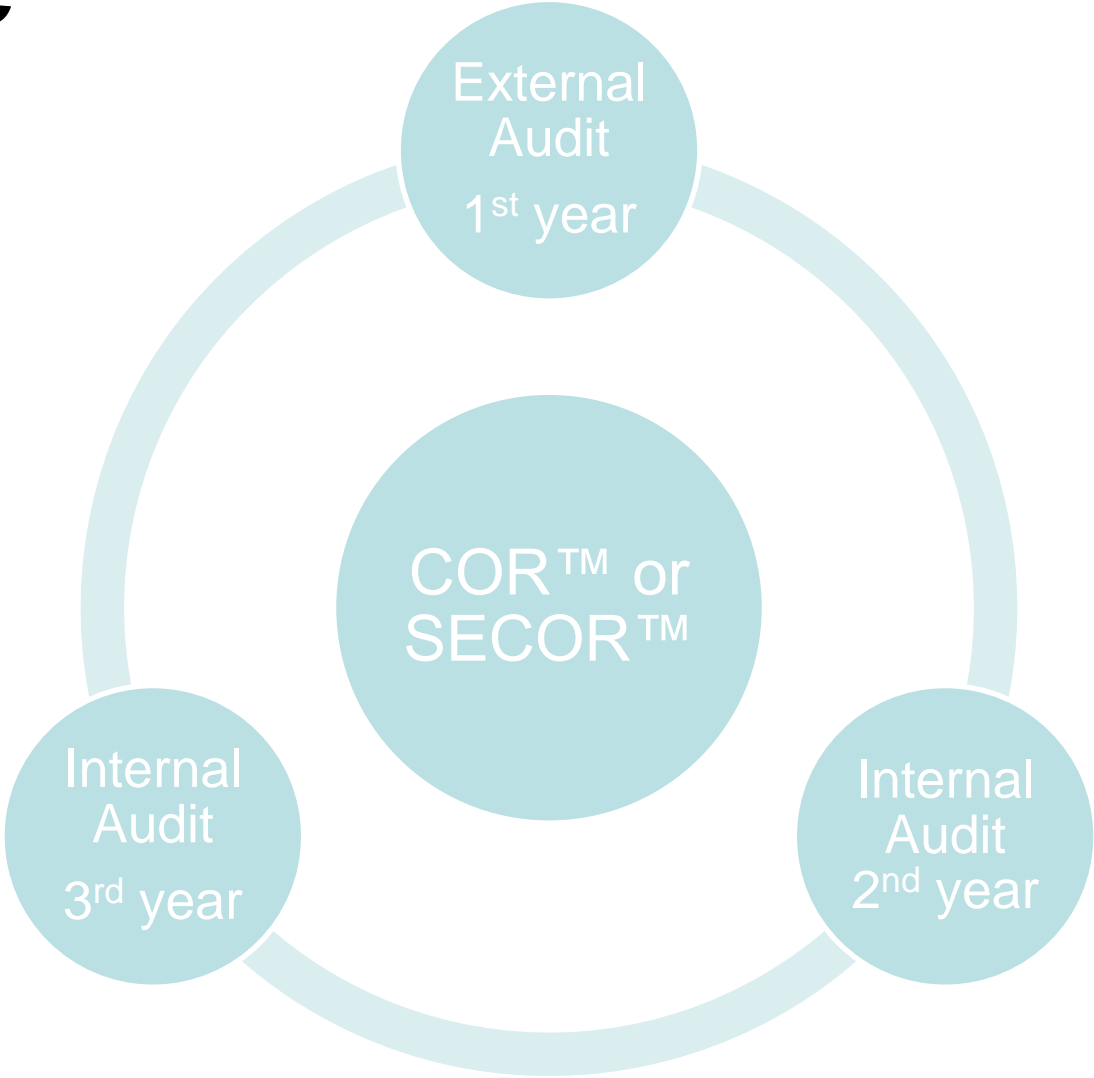
Principles of Health and Safety Management 1 day training – 8 hours

- Designed to assist a company develop and implement a safety and health program
- Topics covered:
 - Steps required in developing and implementing a program
 - Outlines and describes the 18 components of a safety program to meet provincial Workplace Safety and Health legislation

18 Elements

- 1 Corporate Policy
- 2 Hazard Assessment, Analysis and Control
- 3 Safe Work Practices
- 4 Safe Job Procedures
- 5 Company Rules
- 6 Personal Protective Equipment
- 7 Preventative Maintenance
- 8 Training and Communication
- 9 Inspection Program
- 10 Investigations
- 11 Emergency Preparedness
- 12 Statistics and Record Keeping
- 13 Legislation
- 14 Committee Members/Worker Rep
- 15 Hearing Conservation Program
- 16 Corporate Commitment
- 17 Controlled Products
- 18 Prime Contractor

Audit Cycle



Audit Process

- Performed annually (internal and external audits)
 - Documentation review
 - Observations
 - Interviews
- Active workplace (peak season)
- Initially -Minimum of 3 months of consistent documentation – request external audit
- Ongoing – 12 months of consistent documentation
- Obtain minimum 50% in each element and 80% overall

Initial Costs:

- Associate annual fee \$400.00 (+ GST)
- Training(per person) mandatory courses \$550.00 (+ GST)
- Custom safety manual (optional) \$750.00 (+ GST)
- Audit readiness (optional) \$175.00 (plus expenses)
- External Audit \$600.00 per day
(plus expenses)

Audit Costs:

- COR™
 - Maximum of 4 days in length
- SECOR™
 - Maximum of 2 days in length

Ongoing Internal Yearly Costs:

- Associate annual fee \$400.00 (+ GST)

Staff:

Acting Manager

Northern Advisor

Western Advisor

Southern Advisor

Eastern Advisor

COR™ Development
Quality Control

Training Coordinator

Audit Coordinator

Program Development

Marketing

Greg Huff

Dave McPherson

Terry Didluck

Ed Gregory

Andre Kirouac

Elaine Alvis

Phil McDaniel

Sarah Higgins

Victoria Mostert

Jackie Jones

Megan Funnell

Questions?



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