

Certificate of Recognition (COR®) Program Application for Equivalency

The Certificate of Recognition program (COR®) is an occupational health and safety accreditation program that verifies a fully implemented safety & health program which meets national standards. The objectives of COR® are to provide industry employers with an effective safety and health management system to reduce incidents, accidents, and injuries as well as their associated human and financial costs. COR® is now frequently used as a pre-qualifying and/or condition of contract by public and private project owners across Canada.

Businesses possessing a valid Certificate of Recognition and/or valid Letter of Good Standing from their Provincial Construction Safety Association (CFCSA Member) AND do not have a base of operation in New Brunswick, are eligible to apply for a Letter of Good Standing-Equivalency with NBCSA.

Businesses seeking NBCSA Equivalency must:

- Be a member or Associate Member of your host Provincial Construction Safety Association
- An application for reciprocity to be requested from and completed by your host Construction Safety Association.
- Complete the attached application, declaration and NBCSA Provincial supplement.
- Provide a Certificate of Recognition and/or a valid Letter of Good Standing from your host Provincial Construction Safety Association
- Provide a valid clearance certificate from your host Provincial Worker's Compensation Board. If available also provide a Clearance Certificate from WorkSafeNB.
- Pay the applicable fee (Invoices will be issued after the application has been processed. All invoices must be paid in full before receipt of the Letter of Good Standing-Equivalency.)

COR® Equivalency Fees

	Member Rates	Associate Member Rates
Internal Audit*	\$250.00	\$350.00
Quality Assurance Audit (if chosen)	\$750.00	\$1150.00

***Auditing fees are subject to provincial HST.**

Certificate of Recognition (COR®) Program Application for Equivalency

Business Name:	
Operating Name : (if different from above)	
Mailing Address:	
Postal Code:	
Phone:	
Fax:	
Email:	
WorkSafeNB Employer* # (If applicable):	
NAICS* # (If applicable):	
Primary Contact:	
Name of COR trained employee:	

***WorkSafeNB employer # and NAICS # can be found on your Experience Rating form from WorkSafeNB.**

To be signed by the CEO, Manager or Owner of the above business

I have read the program summary and agree to the terms and conditions.	
Title:	
Name:	
Signature:	

Occupational Health & Safety Compliance Declaration

As required by all employers in New Brunswick, _____ (*company name*) _____ has obtained a current copy the New Brunswick Occupational Health & Safety Act and Regulations, including Regulations 91-191 and any job specific Regulations pertaining to our business.

To the best of our knowledge, employee training meets the minimum safety standard in accordance with the New Brunswick Occupational Health & Safety Act and Regulations.

Business CEO/Manager/Owner:	
Signature:	
Date:	

Sign and attach documentation requested on page 1. Completed applications can be submitted to NBCSA via email: cor@nbcsa.ca or fax: 1-506-624-9581



15.0 Guidelines - Provincial/Territorial Supplement

- 15.1** Companies with not fewer than 5 and up to 19 employees: NBCSA COR® standard requires at least one employee safety representative is in place. Companies with more than 19 employees may be required to have a Joint Health and Safety Committee (JHSC). **OH & S Act Section 14**
- 15.2** Companies with JHSC, must hold meetings according to legislative requirements. Companies that do not have a committee, question can be excluded. **OH & S Act Sections 14(6) and 16**
- 15.3** Check training records for the JHSC training- 3-day course or Blended course option. Companies not required to have a JHSC must still provide training for the safety representative such as NBCSA COR® courses or equivalent. **OH & S Act Sections 14.1(2)(a)(b)**
- 15.4** The employer at a place of employment shall ensure that the names of the members of the committee of the place of employment and the minutes of the most recent committee meeting are posted in a prominent place or places at the place of employment (or made available electronically or other means). **OH & S Act Section 14 (9)(10)**
- 15.5** Clean washroom(s), lunchroom(s) and water need to be made available in the workplace. **Regulation 91-191 section 4-7**
- 15.6** Consideration should be given to a workplace accommodation program for employees unable to perform their regular duties resulting from an occupational or non-occupational illness/condition. This program can also be called a “modified light duty program” or “return to work program”. Does this program include a list of modified duties and who is responsible for implementation of this program?
- 15.7** A documented code of practice to identify, properly address and prevent workplace harassment is necessary. Verify acknowledgement through documentation and interviews that employees have been made aware of this practice and it is understood. **Regulation 91-191 section 374**
- 15.8** Training must be given for the inclusion of harassment training or be included in the company’s orientation program. Employees must be made aware of the company’s responsibilities and the reporting procedures. Please reference **Regulation 91-191 section 374.7(1) 374.7(2)**
- 15.9** A documented risk assessment to identify, properly address and prevent violence in the workplace is necessary. Verify acknowledgement through documentation and interviews that employees have been made aware of this assessment and it is understood. When applicable, a code of practice may be required. **Regulation 91-191 section 374.1(1)**

Provincial/ Territorial Supplement		Score Weighting	Technique Employed			Points Awarded
<i>The organization shall establish, implement, monitor, and maintain a documented policy statement, procedure(s), and/or guideline(s) for meeting the legislative requirements outlined in the NB Occupational Health and Safety Act and Regulations, along with safety program directives.</i>			D	O	I	
15.1	Does your company have a safety representative or JHCS?	2		AND		
15.2	Does your JHSC meet monthly?	4		AND		
15.3	Do your committee members and or safety representative(s) have training in how to carry out their responsibilities?	4		AND		
15.4	Are your committee members' safety representative name(s) posted as well as the most recent committee meeting minutes posted as applicable?	2				
15.5	Do employees have access to clean lunchrooms, washrooms, and water?	4		AND		
15.6	Is there a workplace accommodation program for employees unable to fulfill regular duties?	4		AND		
15.7	Does the company have a written code of practice for harassment?	2		AND		
15.8	Does the company have a harassment training program and how is it reviewed with employees?	2		AND		
15.9	Does the company have a developed risk assessment for violence in the workplace and is it reviewed with employees?	2		AND		

15.0 Guidelines - Provincial/ Territorial Supplement

- 15.10 When work activities have potential for a direct environmental effect (i.e.: earth moving, trenching, disposal of contaminated soil or liquids, air pollutants, etc.) consideration should be given to an environmental policy to prevent negative impact. This should be documented.
- 15.11 Verify through observation that Safety Data Sheets (SDSs) are made available for employees. Employers must ensure that all hazardous products (as defined by the Hazardous Products Regulations) have an up to date SDS when it enters the workplace. The SDS's must be readily available to the employees who are exposed to the hazardous product, and to the health and safety committee or representative. **Regulation 2016-6 section 14 & 15**
- 15.12 Hazardous products must be properly labeled and stored according to WHMIS regulations. **Regulation 2016-6 section 8**
- 15.13 All employees must be trained in WHMIS 2015 as per WHMIS regs and employer's responsibilities. **Regulation 2016-6 section 7**
- 15.14 If your company comprehensive hazard assessment includes work activities that require a code of practice (such as: Working in Confined Space, Fall Protection (over 7.5 meters), Safety Monitor in use, Working Alone, Asbestos, Lockout, Excavation & Trenching, Vibration, Respiratory, etc.) this documentation will be reviewed. Follow regulatory requirements to ensure that what is required in your code of practice has been included. **OH & S Act section 50**

Please consider reviewing the readily available guides to follow on WorkSafeNB's website that will assist you in developing codes of practice. Following are applicable legislation references to some work activities that may require codes of practice.

Hand-Arm Vibration – **Regulation 91-191 section 33.**

Manual Handling – **Regulation 91-191 section 50(2).**

Respiratory Protective Equipment – **Regulation 91-191 section 45.**

Fall Protection – **Regulation 91-191 section 50.2**

Lock out – **Regulation 91-191 section 240**

Asbestos – **Regulation 91-191 section 25.4-25.5**

Working Alone – **Regulation 92-133**

Confined Space - **Regulation 91-191 section 262-263**

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15.10	Does the company have an environmental policy?	2		AND		
15.11	Are relevant Safety Data Sheets (SDSs) made available for employee reference and use?	4			AND	
15.12	Are any hazardous products in your workplace properly labeled and stored?	4			AND	
15.13	Do your company employees have the required WHMIS 2015 training?	4		AND		
15.14	Does your company have the applicable codes of practice(s) developed for activity(ies) as outlined in your comprehensive hazard assessment?	4		AND		
COR® total points possible/awarded		44				

Provincial/Territorial Supplement

Employee		Positive	Negative	Overall Result
15.1	Is there a safety representative or a JHSC? Can you name someone with this title?			
15.2	How often does the JHSC meet?			
15.5	Are clean washrooms, lunchrooms, and water available on all worksites and places of employment?			
15.7	How were you made aware of the harassment policy and code of practice?			
15.8	What training have you received on the harassment policy? How is it reviewed with you?			
15.9	How were you made aware of the company's violence risk assessment within the safety and health program?			
15.10	What is made available to you in the workplace to manage environmental incident(s)?			
15.11	Where are the SDSs located?			
15.13	Do you have WHMIS 2015 training?			
Management		Positive	Negative	Overall Result
15.1	Is there a safety representative or a JHSC? Can you name someone with this title?			
15.2	How often does the JHSC meet?			
15.3	What training is provided to committee members or safety representatives? How often is this refreshed?			
15.5	Are clean washrooms, lunchrooms, and water available on all worksites and places of employment?			
15.6	Who is responsible for the implementation of the accommodation program when employees return to work?			
15.7	Who is responsible for the review of the harassment code of practice?			

15.8	What training is provided to employees for harassment code of practice?			
15.9	Who is responsible for completing the violence risk assessment and implementing the code of practice?			
15.10	What is made available to employees in the workplace to manage environmental incident(s)?			
15.11	Where are the SDSs located?			
15.12	What is your process to ensure that any hazardous products within the workplace are properly stored and labeled?			
15.13	Do you have WHMIS 2015 training?			
15.14	Have the applicable codes of practice for work being performed been developed, reviewed, and put in use?			