



**Canadian Federation of Construction Safety
Associations**

COR[®] Accreditation Standard



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National COR[®] Accreditation Standard

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National COR® Accreditation Standard

Introduction

This document outlines the Certificate of Recognition (COR®) accreditation program, including its requirements, processes, stakeholder responsibilities and describes the agreed-upon elements of an effective safety and health management system.

COR® is an occupational safety and safety accreditation program that verifies a fully implemented safety and health management system which meets national standards. The objectives of COR® are to provide industry employers with effective tools to develop, implement, assess, and promote continual improvement of their safety and health management system to prevent or mitigate incidents and injuries as well as their associated human and financial costs.

COR® is nationally registered, trademarked and endorsed by the Canadian Federation of Construction Safety Associations (CFCSA) and is delivered through member associations that have a formal Memorandum of Understanding (MOU) to serve as the Authority Having Jurisdiction to grant COR® in their respective province/territory.

Each CFCSA member association grants COR® Certification to employers, monitors compliance with program requirements and serve as an employer's main point of contact for all operational aspects related to COR® in their respective province/territory. CFCSA member associations have the flexibility to include additional requirements tailored to their industry, province, or territory within their respective COR® accreditation program. CFCSA members may have their own guidelines not covered in this document or that are variations of guidelines to this document.

Although COR® is a national standard, COR® Certification must be granted by the Authority Having Jurisdiction in each of the provinces/territories a company works in. COR® Reciprocity can be granted to companies who are COR® Certified through a CFCSA member but who do not have a permanent base of operations in the jurisdiction they are requesting reciprocity from. A straightforward process is available to companies that have achieved COR® and would like to request reciprocity in another jurisdiction. Please contact your provincial/territorial CFCSA member association to request COR® Reciprocity.

COR[®] Accreditation Program

To achieve COR[®] accreditation the organization shall establish, implement, monitor and maintain a safety and health management system in accordance with the requirements of this standard. Verification of the implementation of the safety and health management system is assessed through a series of formal audits.

What is Involved?

The organization is responsible for their safety and health management system. They must allocate necessary financial, human and organizational resources to plan, implement, monitor, review, correct and continually improve the safety and health management system. This involves implementing all of the elements in the COR[®] accreditation program and setting up a cycle of evaluation and continual improvement.

COR[®] accreditation verifies the implementation of a safety and health management system which includes the activities, procedures and services within the organizations control or influence that affects the organizations safety and health performance.

A safety and health management system involves the identification, communication, and control of hazards. The effective implementation of the safety and health management system includes leadership commitment, hazard identification and risk control, worker participation, and their correlating measures. The correlating measures are the elements in which a safety and health program is based. Verification of the implementation of these elements are assessed through a series of formal audits which includes observations of the workplace, reviewing documentation and interviewing employees using an audit tool and process approved by a CFCSA member.





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Steps to Achieving COR®

COR® Certification is achieved through the successful completion of three steps: completion of required training, implementation of your safety and health management system, and verification by a CFCSA member that the national COR® standards are met.

1. Required training

There are required competencies which must be completed by an employee (or employees) of your company. Each member of the CFCSA offers training modules to verify the required competencies. The training modules provide your company with the information, resources, and ability to implement a safety and health management system (ie: safety program) in alignment with the requirements of the national COR® accreditation program. The required training competencies are:

- a) Health and Safety Program Development & Implementation
- b) Leadership, Training & Communication
- c) Safety Auditor Training
- d) Hazard Identification & Risk Control

NOTE: The training competencies do not need to be a 'stand-alone' course or training module. CFCSA Members may choose to incorporate the required competencies into multiple courses.

2. Implementation

Once equipped with the knowledge from the required training competencies, you will be required to develop and implement your safety program. Your provincial/territorial construction safety association is available to guide and support you throughout this process.

3. Verification

Your safety program is audited annually to confirm the national COR® standards are met. Audits are to be completed by a qualified and competent auditor and must follow the prescribed audit instrument of the CFCSA member. At minimum, the audit instrument must include the required Program Elements as listed in this document. These elements are to be verified through documentation, observations and interviews.

For the audit to be successful, it must achieve at minimum, a score of 80% overall and 50% in each element.

COR® Certification is valid for a period not exceeding three years and must be validated annually.

The initial year of COR® Certification requires the successful submission of:

- a) Company internal / self-audit
- b) CFCSA external / independent audit

Year two and three of your COR® Certification requires the successful submission of:

- a) Company internal / self-audit
- b) CFCSA verification review / CFCSA internal audit

All audits must be submitted and validated by the CFCSA member in which issued the original COR® Certification. Typically a Letter of Good Standing is issued in years two and three to verify the training competencies and auditing standards are maintained.



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COR[®] Accreditation Program Elements

The following 14 elements must be included in an organizations safety and health management system to meet the requirement of this standard. The safety and health management systems shall:

- a) Have a written policy, procedure(s) and/or guideline(s) for each element. This shall include roles and responsibilities for relevant workplace parties.
- b) Support worker participation by identifying and removing barriers to participating in the company safety and health management system.
- c) Have a mechanism for communication to and from all appropriate workplace and external parties. Communication must be in a way that the intended message is understood.
- d) Ensure workplace parties are trained and competent for the implementation of the element.
- e) Be evaluated to ensure effectiveness and continual improvement.
- f) Be revised and updated as needed.

- 1. Safety & Health Policy
- 2. Hazard Assessment, Analysis and Control
- 3. Safe Work Practices
- 4. Safe Job Procedures
- 5. Company Safety Rules
- 6. Personal Protective Equipment
- 7. Preventative Maintenance Program
- 8. Training and Communication
- 9. Inspections
- 10. Incident Investigation and Reporting
- 11. Emergency Preparedness
- 12. Statistics, Records and Documentation
- 13. Legislation
- 14. Procurement and Contractor Management

NOTE: The required elements do not need to be a 'stand-alone' section of a company safety & health program; the required elements may be incorporated into multiple sections of the safety & health management system.

Each member of the CFCSA is the Authority Having Jurisdiction to grant COR[®] in their respective province/territory and has the discretion to make any additions to these national requirements. Additional jurisdictional requirements are typically included in a Provincial / Territorial Supplement (i.e.: Section 15).

1. Safety and Health Policy

The safety and health policy provides a framework for complying with applicable safety and health legal requirements, setting, and reviewing safety and health objectives, and continual improvement of the safety and health management system and safety and health performance.

Senior management shall establish, implement, monitor, and maintain a documented occupational safety and health policy appropriate to the scale and nature of the organization's operations and activities, and associated risks.

The policy shall:

- a) Confirm senior management and management's commitment to provide a safe and healthy work environment for the prevention of injuries and illnesses.
- b) Express a commitment to work in a spirit of consultation and co-operation with workers.
- c) Address health and safety responsibilities for workplace parties.
- d) Be signed by current senior management and dated.
- e) Be visibly posted in the workplace and/or made readily available to all workplace parties.
- f) Be communicated to workplace parties.

2. Hazard Assessment, Analysis and Control

The primary factor in achieving success within any safety and health management system lies with the ability to identify, assess, and effectively control negative potential of hazards.

The organization shall establish, implement, monitor, and maintain a documented policy statement, procedure(s) and / or guideline(s) for assessing, analyzing, and controlling hazards that is appropriate to the nature of the hazards and level of risk.

The policy statement, procedure(s) and / or guideline(s) shall convey:

- a) Requirements to conduct hazard assessments for all operations, including routine and non-routine where work is performed.
- b) Requirements for reporting existing and potential hazards.
- c) Requirement to conduct risk assessment for identified hazards:
 1. Proactively prior to commencement of tasks.
 2. When people, equipment, material, environment, or process is introduced or changed.
- d) Consideration of design and layout of the work area, ergonomics, machinery, and processes.
- e) Requirements for involvement of appropriate competent personnel such as workers, supervisors, maintenance, engineering, and suppliers in the hazard assessment process.
- f) Development of a list of identified critical tasks and/or activities.
- g) Determination of control measures using the hierarchy of controls:
 1. Elimination
 2. Substitution
 3. Engineering controls
 4. Administrative controls
 5. Personal protective equipment
- h) The individual(s) / roles assigned to implement the controls identified.
- i) A process / timeline for indicating when the control is implemented.

The hazard assessment, analysis and control measures shall be documented, current, reflect actual practice and made available to affected workplace parties.

3. Safe Work Practices

Safe work practices are generalized “do’s and don’ts” of how to carry out a task or use equipment. Practices inform the worker about the hazards that are present and provide direction on how to safeguard against the hazards. They are general guidelines (safety tips) only and do not need to follow any specific order.

The organization shall establish, implement, and use applicable safe work practices. They shall:

- a) Be in writing.
- b) Be understood by workers.
- c) Be readily available.
- d) Be followed by employees.

Both management and works should participate in the development and/or review of safe work practices.

4. Safe Job Procedures

Safe job procedures are written, step-by-step instructions for completing specific tasks safely. Safe job procedures must clearly identify the steps required to complete the task (in proper order), the hazards the worker could be exposed to, the control measures, and what to do in an emergency (i.e.: spill containment, shut down).

The organization shall establish, implement, and use applicable safe job procedures for high risk / critical tasks. They shall:

- a) Be in writing.
- b) Be understood by workers.
- c) Be readily available.
- d) Be followed by employees.

Both management and workers should participate in the development and/or review of safe job procedures.

5. Company Safety Rules

The organization shall establish, implement, monitor, and maintain a documented policy statement, procedure(s) and / or guideline(s) for company safety rules.

The policy, procedure(s) or guideline(s) shall:

- a) Include responsibilities for setting, implementing, and complying with company rules.
- b) Ensure both company and project (work location) specific rules are available.
- c) Require company rules to be written and either visibly posted or provided to each employee.
- d) Ensure company and project specific rules are clearly explained and understood.
- e) Include a progressive disciplinary policy.
- f) Ensure company rules are applied and consistently enforced throughout the company.

6. Personal Protective Equipment (PPE)

The organization shall establish, implement, monitor, and maintain a documented policy statement, procedure(s) and / or guideline(s) for Personal Protective Equipment (PPE).

The policy, procedure(s) or guideline(s) shall:

- a) Ensure activities requiring PPE are documented and specific criteria is used to select appropriate PPE for all activities.
- b) Include written rules and/or guidelines for the proper fitting, care and use of PPE.
- c) Ensure workers are made aware of the requirements for PPE.
- d) Ensure that appropriate PPE is provided and/or made available to workers for specific activities.
- e) Ensure that appropriate PPE is used by workers for specific activities.
- f) Include requirement for inspection and maintenance of PPE.

7. Preventative Maintenance Program

The organization shall establish, implement, monitor, and maintain a preventative maintenance program.

The preventative maintenance program shall include:

- a) An inventory of items to be maintained.
- b) A requirement for use of preventative maintenance schedules.
- c) A requirement to meet manufacturers' preventative maintenance guidelines and legislated requirements.
- d) A requirement to keep records including corrective actions taken.
- e) A qualified/ competent person is the one for worker(s) performing the inspection and maintenance.
- f) A requirement to remove overdue and/or defective tools, equipment, facilities, and vehicles from service.

8. Training and Communication

The organization shall establish, implement, monitor, and maintain a documented policy statement, procedure(s) and / or guideline(s) for training and communication of safety and health information.

The policy, procedure(s) and / or guidelines shall convey:

- a) The method for selection, evaluation, and monitoring of safety and health training of employees.
Example of methods to consider:
 - Reviewing legislated training requirements
 - Reviewing manufacturers training requirements
 - Reviewing job specific and high-risk activities
 - Identifying competencies for each task and/or role
 - Identifying the effectiveness of training
- b) A requirement to be trained prior to the individual performing the relevant task.
- c) A requirement that training be conducted by a competent person.
- d) The completed training be documented, and training records maintained.

- e) A relevant orientation program that:
 - 1. Is completed prior to starting work.
 - 2. Is provided for new and young workers, returning workers, or a change of location.
 - 3. Is mandatory for all workers.
- f) Senior management participation in safety and health meetings.
- g) Worker participation in safety and health meetings.
- h) A process for worker input and communication of safety and health information
- i) Legislative and/or project requirements for safety and health meetings – including tailgate / toolbox talks or their equivalent.

9. Inspections

The organization shall establish, implement, monitor, and maintain a documented policy statement, procedure(s) and / or guideline(s) for workplace and pre-use inspections.

The policy, procedure(s) and / or guideline(s) shall convey:

- a) The areas, equipment, or tools requiring inspections.
- b) A requirement to conduct and keep records for workplace inspections which includes identification and prevention of potential nonconformities and corrective actions. This includes the assignment of corrective actions and confirmation of their completion in a timely manner.
- c) A requirement to conduct and keep records for pre-use inspections of vehicles, machines, tools, and equipment including corrective actions.
- d) Inspection frequencies and who must complete them.
- e) Appropriate worker participation in the inspection process.
- f) A method for communicating the results of all inspections.

10. Investigations and Reporting

The organization shall establish, implement, monitor, and maintain a documented policy statement, procedure(s) and / or guideline(s) for reporting and investigating incidents, including near misses.

The policy, procedure(s) and / or guideline(s) shall convey:

- a) Roles and responsibilities of workplace parties for reporting incidents and for conducting investigations in a timely manner.
- b) A requirement that personnel have been trained in legislative and company specific reporting requirements and investigation procedures.
- c) Determination of corrective and preventative actions.
- d) Communication of investigation results and corrective and preventative actions to appropriate parties.

The organization shall maintain records of incidents, near-misses, and investigation reports.

11. Emergency Preparedness

The organization shall establish, implement, monitor, and maintain a documented policy statement, procedure(s) and / or guideline(s) for emergency preparedness and response.

The policy, procedure(s) and / or guideline shall convey:

- a) Identification of potential emergency situations.
- b) Documented response plans including roles and responsibilities of relevant personnel.
- c) A requirement for emergency equipment to be in place, well-marked and regularly inspected and maintained.
- d) A provision to provide:
 1. First Aid to an injured worker
 2. Emergency communication system
 3. Transportation of an injured workers to medical facility
 4. Initial attack on fire
- e) A requirement for training for emergency response appropriate for roles and responsibilities.
- f) Periodic testing of the emergency response plan (e.g.: drills) in a way that does not introduce new hazards and the maintenance of records of this testing and corrective actions.
- g) Periodic review of emergency procedures and response plans at least annually and revision as appropriate.
- h) Communication of relevant information to all involved including workers, visitors, contractors, emergency response services, government authorities and the community regarding emergency response.

12. Statistics, Records and Document Control

The organization shall establish implement, monitor, and maintain a documented policy statement, procedure(s) and / or guideline(s) to effectively control documents and records, including regular measurement of safety and health performance.

The policy, procedure(s) and / or guideline(s) shall convey:

- a) A requirement to ensure approved and current versions of applicable documents are readily available at the point of use.
- b) A requirement to ensure relevant safety & health records are kept as per legislative requirements.
- c) A required frequency of statistical analysis of current health and safety performance with past performance.
- d) Leading and lagging performance measures.
- e) The analysis of first aid treatment records.
- f) The identification of trends and corrective action plans.
- g) Results that are recorded and communicated to relevant workplace parties.

13. Legislation

The organization shall establish, implement, monitor, and maintain a documented policy statement, procedure(s) and / or guideline(s) to identify, comply and ensure all personnel have access to relevant legislation.

The policy, procedure(s) and/ or guideline(s) shall convey:

- a) Relevant legislation is visibly posted or readily available at each workplace as required.
- b) Management and supervisors regularly refer to relevant legislation during job planning and other methods to ensure compliance.
- c) All personnel are trained and aware of their rights and responsibilities.

14. Procurement & Contractor Management

The organization shall establish, implement, monitor, and maintain a documented policy statement, procedure(s) and / or guideline(s) for procured products and services, including contractor management/outsourcing.

The policy, procedure(s) and/ or guideline(s) shall convey:

- a) The criteria for the selection, evaluation, and monitoring of contractors and service providers.
- b) The ability and competency of the contractor to identify, communicate, and control hazards that may impact their own workers, your workers, as well as any other person.
- c) Coordination of safety and health requirements, roles, and responsibilities when multiple contractors / employers are working in the same area.
- d) Hazard assessment, analysis, and control for products that have the potential to create a hazard following the methodology required in this standard.

15. Provincial / Territorial Supplement (OPTIONAL)

Although COR[®] is a national standard, COR[®] Certification must be granted by the Authority Having Jurisdiction in each of the provinces/territories a company works in.

Each member of the CFCSA is the Authority Having Jurisdiction to grant COR[®] in their respective province/ territory and has the discretion to make any additions to the national requirements tailored to their provincial / territorial or stakeholder requirements within their respective COR[®] accreditation program.

To strengthen the integrity of the National COR[®] accreditation standard respecting reciprocity and to ensure provincial / territorial jurisdictional requirements are met when granting COR[®] Certification, CFCSA members may choose to implement a Provincial / Territorial Supplement.



National COR® Accreditation Standard

Authorities Having Jurisdiction to grant COR® Accreditation

Although COR® is a national standard, COR® Certification must be validated in each individual jurisdiction by the provincial / territorial Authority Having Jurisdiction to grant COR® Certification.

The following members of the Canadian Federation of Construction Safety Associations have a formal Memorandum of Understanding (MOU) to serve as the Authority Having Jurisdiction to grant COR® in their respective province/territory.

- Yukon Northern Safety Network Yukon
- Northwest Territories Northern Safety Association
- British Columbia British Columbia Construction Safety Alliance
- Alberta Alberta Construction Safety Association
- Saskatchewan Heavy Construction Safety Association of Saskatchewan
Saskatchewan Construction Safety Association
- Manitoba Construction Safety Association of Manitoba
Manitoba Heavy Construction Association – WORKSAFELY Program
- Ontario Infrastructure Health & Safety Association
- Quebec Association Paritaire pour la Sante et la Securite du Travail du Secteur de la
Construction
- Nova Scotia Construction Safety Nova Scotia
- New Brunswick New Brunswick Construction Safety Association
- Newfoundland & Labrador Newfoundland and Labrador Construction Safety Association

Each CFCSA member association grants COR® Certification to employers, monitors compliance with program requirements and serve as an employer’s main point of contact for all operational aspects related to COR® in their respective province/territory.

CFCSA members have the flexibility to include additional requirements tailored to their industry, province, or territory within their respective COR® accreditation program.

Definitions

AUTHORITY HAVING JURISDICTION: an organization responsible for enforcing the minimum requirements of standards within its jurisdiction.

- COR[®] is formally registered and trademarked. Although COR[®] is a national standard, COR[®] Certification must be validated in each individual jurisdiction by the provincial / territorial Authority Having Jurisdiction. For the purposes of this national COR[®] accreditation standard, only a CFCSA member is permitted to grant and/or validate COR[®].

AUDIT: A systematic process for obtaining evidence through documentation, observations & interviews and objectively evaluating it to determine the extent to which pre-determined criteria is fulfilled.

- **COMPANY INTERNAL / SELF-AUDIT:** Audit conducted by a company representative on their internal company safety & health management system – utilizing the prescribed audit instrument of the CFCSA member.
- **CFCSA VERIFICATION REVIEW:** Evaluation process used to verify the company internal / self-audit is complete and meets the required standards of the CFCSA member prescribed method of verification and protocols.
- **CFCSA INTERNAL AUDIT:** Audit conducted by a CFCSA representative on the company safety & health management system – utilizing the prescribed audit instrument of the CFCSA member.
- **CFCSA EXTERNAL / INDEPENDENT AUDIT:** Audit conducted by an independent representative, external from the company being audited, which is authorized by a CFCSA member – utilizing the prescribed audit instrument of the CFCSA member.

MANAGEMENT: Person(s) who have care and control over people and/or process.

SENIOR MANAGEMENT: Person(s) at the highest level of an organizations structure responsible for leading, managing and/or directing day-to-day activities and/or operations of the organization.

WORKPLACE PARTIES: Includes all persons that are associated with a workplace. Includes, but not limited to, the employer, prime contractor (constructor), owner, contractor(s), supervisor(s), worker(s), supplier(s), service provider(s) and visitor(s).