

## ACSA COR MAINTENANCE ACTION PLAN

Please submit this completed application form after assessing your eligibility. The Action Plan approach to COR Maintenance expands your company's health and safety management system, while strengthening its alignment with your company's important corporate objectives.

### Eligibility Requirements

1. A full-time employee at the company must hold the training requirements
2. Company must have gone through a full three-year COR Cycle
3. Company achieved over 85% on last external, or if applying for a 2<sup>nd</sup> action plan, achieved over 80% on 1<sup>st</sup> year action plan

### One-Year Action Plan Application

All questions must be answered in full and in as much detail as possible. To save time and ensure accuracy, please complete the form on your computer. Handwritten forms may not be accepted.

Company Legal Name(s): Alberta Construction Safety Association

WCB Account Number(s): 1234567 Industry Code(s): 86907

*Please ensure all WCB accounts covered by your existing COR are listed in order to maintain certification for each*

Number of Employees: 54 # of Worksites: 3 Company Contact: Tony Hawkins

Contact Phone: 780-453-3311 Contact Email: cor@youracsa.ca

Required COR Course	Name of Individual	Certificate #	Date Completed
Principles of Health & Safety Management	Tony Hawkins	1472585	5/15/2015
Leadership for Safety Excellence	Tony Hawkins	2583696	8/21/2016
Alberta OH&S Legislation Awareness	Tony Hawkins	3692585	11/6/2016
Auditor Training Program	Tony Hawkins	2581474	2/17/2017

Auditor Maintenance	Name of Individual	Auditor Certificate #	Expiry Date
	Tony Hawkins	1473696	4/17/2020
List all Action Plan Participants			

*Note: When multiple auditors are included in the action plan, the final submission must include a brief description of all auditors' participation to verify the auditor(s) will maintain his or her auditor's status.*

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All accounts that were included in the last audit must be listed.

Click this button to submit application to the ACSA

Carefully read through the instructions on how to develop the action plan

## Instructions for One-Year Action Plan Development

### Objectives:

- Based on recommendations from previous external audit (minimum 1) or corporate health and safety priorities
- SMART – Specific, Measureable, Attainable, Realistic, Time-bound
- 3 – 7 Total

### Milestones:

- The breakdown of objectives into specific steps indicating of significant activities
- Specific individual/group responsibilities, target date(s), deliverable(s), and score(s)/weighting
- Minimum of 2, Maximum of 5 for each objective

### Deliverables for each Milestone:

- Supporting documentation that will be submitted as evidence of completion of milestones within objectives
- Must be completed and submitted by November 15<sup>th</sup>

### Weighting for each Milestone:

- Total score for all Milestones must equal 100 (see running total on top of next page). Each milestone requires its own score

### Application Self-Check

- Completed Application
- Completed Action Plan – objectives, milestones, responsibilities, target dates, deliverables, and weighting
- Company Profile
- Organization Chart / Breakdown of Employee Positions

The completed action plan must score a minimum of 70% to maintain the company's COR certification and the auditor's certification. If the action plan scores less than the minimum score, an internal COR maintenance audit will be required before December 31.

By signing, you acknowledge your understanding and agreement with the information provided.

Signature:  Tony Hawkins Date: 03/12/2018

Action Plan Total Score (must be 100) 100



Total will automatically calculate and must equal 100

At least one objective must be based on the previous external audit recommendations

**Objective 1**

Check box if based on previous audit recommendation

Create 3 new Emergency Response Plans (ERP) for potential emergencies

Milestones (breakdown of milestones or significant activities to complete objective; min 2 to max 5)	Responsibility (individual or group assigned)	Target Date (for completion; plan due Nov)	Deliverables (submitted to ACSA as evidence of completion)	Weighting (added to total score)	Self Score (by company on completion)
Brainstorm with safety team and JHSC on potential emergencies that arise	Safety Team & JHSC	03/26/2018	Meeting minutes and sign in sheet	5	5
Create response plan for new potential emergencies	Safety Team	04/16/2018	Copy of response plan	10	10
Share response plans for new emergencies with responders	Safety Team & Responders	05/21/2018	Meeting minutes and sign in sheet	5	5
Complete mock drills on additional emergencies	Tony to inform all of company	06/04/2018	Feedback form	10	10
Review completed drills and finalize response plan	Safety Team	06/25/2108	Finalized ERPs	10	10
				<b>Total for Objective 1</b>	
				40	40

Self scores will be entered after each milestone is completed. Total will be shown below

Self Scoring Notes

**Objective 2**

Update Safe Work Practices (SWP) and Safe Job Procedures (SJP) to include administrative staff

 Check box if based on previous audit recommendation 

<b>Milestones</b> (breakdown of milestones or significant activities to complete objective; min 2 to max 5)	<b>Responsibility</b> (individual or group assigned)	<b>Target Date</b> (for completion; plan due Nov)	<b>Deliverables</b> (submitted to ACSA as evidence of completion)	<b>Weighting</b> (added to total score)	<b>Self Score</b> (by company on completion)
Send invite to various administrative staff and safety team	Tony Hawkins	08/12/2018	Meeting Invite	5	3
Brainstorm together various tasks in work that would require SWP/SJP	Safety Team & Admin Team	08/30/2018	Notes from meeting	5	3
Develop SWP/SJP for work tasks	Tony Hawkins	09/20/2018	SWP/SJPs	10	10
Review completed SWP/SJP with administrative staff	Safety Team & Admin Team	09/25/2018	Meeting Minutes/sign in sheet	5	5
<b>Total for Objective 2</b>				25	21

Self scoring must be entered to explain the self scores for completing milestones

**Self Scoring Notes**

Not all administrative staff came to meeting, brainstorming felt heavily led by the safety team. More input from the administrative staff would have been preferable.

**Objective 4** Put both safety coordinators through new Active NCSO Program

 Check box if based on previous audit recommendation 

<b>Milestones</b> (breakdown of milestones or significant activities to complete objective; min 2 to max 5)	<b>Responsibility</b> (individual or group assigned)	<b>Target Date</b> (for completion; plan due Nov)	<b>Deliverables</b> (submitted to ACSA as evidence of completion)	<b>Weighting</b> (added to total score)	<b>Self Score</b> (by company on completion)
Contact ACSA and register coordinators in 2 new required courses	Tony Hawkins	8/7/2018	Copy of registrations and receipts	2	2
Complete required training courses	Safety Coordinators	09/26/2018	Transcripts	6	6
Write NCSO Exam	Safety Coordinators	10/12/2018	Results	10	10
Celebrate!	Safety team and management	10/30/2018	Bar Tab	2	2
<b>Total for Objective 4</b>				20	20

**Self Scoring Notes**

Don't forget to celebrate your successes!

### Auditor Maintenance

In order for the Action Plan to maintain the auditor's certification for the year, a brief description on each auditor's participation must be provided and signed off on by the auditor.

#### Auditor Participation

Tony Hawkins took care of developing the action plan, including objectives and milestones, monitoring the status throughout the year, and doing all scoring and executive summary.

Auditor Name: Tony Hawkins Auditor Signature: *Tony Hawkins*

#### Auditor Participation

Auditor Name: \_\_\_\_\_ Auditor Signature: \_\_\_\_\_

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Auditor Name: \_\_\_\_\_ Auditor Signature: \_\_\_\_\_

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Auditor Name: \_\_\_\_\_ Auditor Signature: \_\_\_\_\_

During the final submission, a brief description of each auditor's participation must be included.

## Final Submission Executive Summary

### Strengths & Recommendations

Final Self Score 96 / 100

Overall, we are very happy with the success of the Action Plan. Staff involved were enthusiastic and more than willing to help out.

During the brainstorming for objective one, lots of energy came from the safety team and the joint health and safety committee (JHSC), which includes various employees. There was a consensus that additional ERPs were required and we came up with multiple potential emergencies, which allowed us to choose the top three critical emergencies. The response plans took a lot of time to develop to ensure that nothing was missed. Due to vacation schedules, it was good that we gave plenty of time to develop the plans. The mock drills were performed well, though it definitely opened out eyes to some deficiencies that weren't accounted for, but helped in the final review. I would recommend running the drills at least once more to test out the finalized plan.

The milestones in objective two were completed, but the brainstorming was not as enthusiastic. The meeting request was sent to all administrative staff, but there were a few that didn't attend and many that did attend did not participate. A lot of the conversation was lead by the safety team only. In preparation for the review meeting, the completed SJP/SWPs were sent out ahead of the meeting, which helped in the meeting to review completed SJP/SWPs. I would recommend coming up with different ways to get all staff included in the brainstorming, for those who aren't comfortable in the large meeting setting.

Objective 3 was relatively simple in nature. The list was provided by HR of all foremen, the books were purchased through the Queen's Printer, and then distributed to the foreman. Since we had the list already from the first milestone, we knew exactly who to get the books to. There were a couple that we had to track down to deliver the book to, but every foreman received their new handbook.

Finally, objective 4 was well completed due to our Safety Coordinators. They had to be booked into separate courses, but sat the exam together. Both passed with flying colours, which helped in the success of the Celebration milestone!

### Submission Self-Check

- Submit all deliverables organized by objective & milestone
- Complete self-scoring notes for each objective to demonstrate how the score was determined
- Complete Auditor Maintenance participation descriptions
- Complete Executive Summary; listing results, positive areas, and recommendations.
- Submit package electronically by November 15<sup>th</sup> deadline

### Senior Company Representative – Sign Off

*By signing, you acknowledge that you have read and understand the form and you agree that all the information you have provided is accurate and true.*

Name: Don McDonnell Signature:  Date: 11/06/2018

The final submission executive summary must list results, positives, and recommendations

Complete self-check when you are ready to submit the final submission

The final self score is automatically based on the self scores entered

The owner/CEO/Sr. Company representative must sign off on the final submission to indicate they have reviewed the scoring and executive summary.