

## OUT OF PROVINCE TEMPORARY LETTER OF CERTIFICATION

### APPLICATION & CHECKLIST

For companies outside of province who do not have an account with Alberta WCB and do not have COR in their province, we offer the Out of Province Temporary Letter of Certification (TLC). As with our other TLCs, the Out of Province TLC is valid for six months and can be used to bid on work in Alberta. In order for out of province companies to continuously bid on work in Alberta, we strongly recommend that you take the required steps to achieve your Certificate of Recognition (COR).

To apply, complete the Out of Province TLC application form and checklist to verify what documents must be submitted. Once you have gathered all the items on the checklist, you can submit your health and safety program with the application & checklist to the ACSA for review. Please ensure you are not sending original documents as these will not be returned to you.

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Company Legal Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Province: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Company Contact: \_\_\_\_\_ Peak # Employees: \_\_\_\_\_ Current #: \_\_\_\_\_

*Peak is the highest number of employees in the last twelve (12) months*

Do you have an open Alberta WCB Account?  Yes  No

Does your company currently have an active COR in the province you reside in?  Yes  No

Please provide a brief explanation on why you are applying for an Out of Province TLC

#### Method of Payment

A Client Services Representative will contact you for payment information. Your application is not received until payment is received.

## TLC CHECKLIST

Use this checklist to confirm your health and safety program is complete. Please ensure your manual includes all elements and sub-elements before submission to the ACSA.

### Element 1 – Management Commitment

A Corporate Health and Safety Policy signed and dated by most current senior manager with company name/logo that includes:

- Company goals, aims, responsibilities for and commitment to health and safety
- Protection and maintenance of the health and safety (including physical, psychological and social well-being) of employees
- Health and safety responsibilities of managers, supervisors, workers and contractors
- Reference to comply with government legislation
- Assignment of responsibilities (owner, manager, supervisor, worker, contractor, visitor)
- List of applicable legislation (SECOR Only)

### Element 2 – Public, Visitors, and Contracted Employees

- Process in place to address the protection of people, not under the employers' direction
- Procedure in place to select, monitor, and address non-compliance of other employers
- Process to show communication between company, client, and any other affected workers regarding identifying hazards and the corrective actions implemented at the worksite

### Element 3 – Health and Safety Committees/HS Representatives *(as applicable to Part 13 of the Alberta OHS Code)*

Is there an established system for the health and safety committee and/or representatives to follow that includes:

- Terms of reference
- Duties for committee and/or representative
- Requirements to appoint a representative
- Reporting to management
- Term of office
- Training requirements

### Element 4 – Training

Health and Safety Communication Policy

- Identifies specific frequency of H&S meetings
- Captures each work area, environment and employee level

Training policy that outlines requirements for leading:

- Formal hazard assessments
- Inspections
- Investigations

Company-specific orientation process that addresses:

- Workers' rights (to refuse, to know, and to participate)
- Health and safety policies and procedures
- Health and safety responsibilities
- Task specific hazards and controls
- Hazard reporting
- Applicable regulatory requirements
- Discipline/enforcement policies
- Violence and harassment prevention plans
- Emergency response procedures
- Incident and near miss reporting
- Date of orientation and applicable signature(s)

- Process to include health and safety orientations for visitors and other employers
- Process to assess the competency of new and re-assigned workers. Examples include: on-the-job training policy; new worker program; testing/work observation checklists; etc.
- Form or system to track all employees' safety training

### Element 5 – Hazard Assessment

Developed formal hazard assessments covering the company operations, including:

- All jobs/positions
- All related hazards
- Prioritizing the hazards individually
- A process to create, review, and revise formal hazard assessments:
  - When new operations, work processes, equipment, materials or products are introduced or modified
  - When site specific hazard assessments, inspections, or investigations identify a previously unrecognized hazard
  - As per a pre-determined frequency

A system in place for site specific hazard assessments which includes:

- Work conducted at temporary/mobile work sites
- Before the job or task begins
- Conducting activities at a work site not owned by the employer
- Repeated if changes are introduced
- When a new activity has been temporarily introduced at the work site
- Worker and supervisor signoff

### Element 6 – Hazard Control

Controls identified for hazards listed in formal hazard assessments. Controls must include Engineering, Administrative, Personal Protective Equipment, or a combination

Violence & harassment prevention plan which includes:

- Policy and Procedure
- Training requirements for employees

### Element 7 – Inspections & Maintenance

Inspection policy or procedure including:

- Responsibility/involvement for all levels of the company
- Inspection frequency specific to all facilities (office, shop, worksite, etc.)
- Submit inspection report that outlines deficiencies, corrective actions required with individual assignment, target and completion dates
- Explanation of how workers are to report unsafe acts or conditions

Preventative maintenance program

- Inventory of all items requiring preventative maintenance (including facility items)
- Maintenance schedule outlining frequency of inspections and/or maintenance which satisfies manufacturer specification and legislative requirements

## Element 8 – Emergency Management

Submit completed Emergency Response Plan(s) for the company's current operations that includes:

- Identification of potential emergencies and procedure to be followed
  - Location of and operational procedures for emergency equipment
  - Emergency response training requirements
  - Location and use of emergency facilities
  - Fire protection requirements
  - Alarm and emergency communication requirements
  - First aid services required
  - Procedures for rescue and evacuation
  - Designated rescue and evacuation of workers
- List of phone numbers of persons to contact in the event of an emergency

ERP policies/procedures for emergency drills, including the following criteria:

- Testing at least annually
- A means of identifying and correcting deficiencies

## Element 9 – Emergency Preparedness

- Policy/procedure for reporting incidents, near misses, occupational illness and work refusals
- Intent/purpose of investigating incidents
- Worker, supervisor, management and senior management responsibilities
- Outline types of incidents that need to be investigated
- Internal and external (OHS, WCB, etc.) reporting requirements
- Identification of root causes
- Identifies corrective actions and completion date(s)
- Submit investigation and near miss report

## Element 10 – Program Administration

- Document retention policy/procedure defining the retention period for documents (minimum of 3-year retention or as specified in legislation)
- Safety activity summary form/template that tracks all workplace activities. These may include training records, inspections, meeting minutes, investigations, etc.
- Policy statement or procedure that requires continuous improvement of the health and safety management system

## Final checks

- Program is in an organized format (table of contents, labels, etc.)
- All policies are signed and dated by senior management (typed font is not accepted; electronic signatures will be accepted)
- All policies have the company's name and/or logo
- Brief description of the company's scope of work activities, season, industries etc.