

## Temporary Letter of Certification Application

If your company has a newly developed health & safety program, but does not yet have the required three-months of documentation required to achieve COR or SECOR, you can apply for a Temporary Letter of Certification (TLC).

To apply, the company must submit the completed application form (including the checklist) and their Health and Safety manual to the ACSA, where an administrative review will take place to determine if you are eligible.

### Eligibility

Anyone applying for a TLC must complete the application form and checklist (see below), provide a copy of the companies Health and safety program and meet the following eligibility:

1. Company must be a member of the ACSA,
2. Company must be registered in the appropriate program (COR or SECOR), and
3. A full-time employee at the company must complete the training requirements.

---

### TLC Application Form

---

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. Hand written forms may be rejected if not clear and legible.

Company Legal Name:

WCB Account:

Industry Code(s):

Phone Number:

Email:

Company Contact:

Peak # Employees:

Current #:

#### I am applying for Standard Certification of Recognition TLC

Please indicate who has completed the COR training requirements:

Course	Name of Individual	Certificate #	Date completed (mm/dd/yyyy)
Principles of Health & Safety Management			
Leadership for Safety Excellence			
Alberta OH&S Legislation Awareness			
Auditor Training Program			

#### I am applying for Small Employer Certification of Recognition TLC

Please indicate who has completed the SECOR training requirements:

Course	Name of Individual	Date of Birth (mm/dd/yyyy)	Certificate Number	Copy of certificate required
Principles of Health and Safety Management				
<b>ONE</b> of the following: CSTS'09, RSTS, ESTS or PCST				
Standard First Aid + CPR				

*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.*

Signature:

Date:



## TLC Checklist

Utilize the checklist to see what you need to include in your manual (same for both COR and SECOR). Please read through the entire list and then begin compiling the documents to submit to the ACSA.

### Element 1 – Corporate Health and Safety Policy

A Corporate Health and Safety Policy

Signed and dated with company name/logo

Assignment of responsibilities (owner, manager, supervisor, workers, contractors, visitors, etc.)

List of applicable legislation (SECOR Only)

### Element 2 – Hazard Assessments

Formal Hazard Assessments must be completed for all Jobs/ Work types/Positions that includes the following:

Tasks within positions

Hazards of tasks are identified

Prioritize the hazards individually

Assess and identify controls for all identified hazards

From the Formal hazard assessments, develop and submit a “Critical Task List”

A process and form to assess ongoing hazards at reasonably practicable intervals to prevent the development of unsafe and unhealthy working conditions, when a new work process is introduced, when a work process or operation changes, or before the construction of significant additions or alterations to a work site

### Element 3 – Safe Work Practices

Safe work practices applicable to your type of work and based on hazard assessments

Verification of annual review of Safe Work Practices

### Element 4 – Safe Job Procedures

Safe Job Procedures are applicable to your type of work and based on hazard assessments

Verification of annual review of Safe Job Procedures

### Element 5 – Company Rules

Company rules applicable to company's type of work and operations

Disciplinary policy, procedures and employee discipline form

### Element 6 – Personal Protective Equipment

PPE Policy

PPE List (if PPE list includes specialized PPE, include code of practice/plan)

### Element 7 – Preventative Maintenance Program

Maintenance Program/Policy

Inventory List of all equipment, vehicles, tools, etc. requiring preventative maintenance

Maintenance schedule outlining frequency of inspections and/or maintenance (this can come from manufacturer's specifications)

Process/policy to remove defective tools and equipment

### Element 8 – Training/Safety Meetings

Safety training Policy

Includes orientations, job-specific training, and refresher training

Includes frequency at which safety meetings will occur

Form or system to track all employees' safety training Safety meeting template

Company specific safety orientation (should occur on first day) program which includes:

Health and Safety Policies

Roles and Responsibilities

Relevant Legislation Emergency Response Plan

Hazard/Incident/Illness/ Near Miss Reporting Procedures

PPE

Rules and Consequences

Signatures of Employees and Company Representative

Hire Date

Date of Orientation

### Element 9 – Inspections

Inspection Policy

Includes responsibilities of individuals with regards to inspections

Includes frequency of formal inspections. The frequency must be specific to a facility (i.e. office, shop, worksites, etc.)

Inspection form must contain company information, outlines deficiencies, corrective actions required and date completed

Explanation of how workers are to report unsafe acts or conditions (SECOR only)

## Element 10 – Investigations

### Investigation policy

Include objectives of the investigation, when an investigation will be conducted, and general procedures and responsibilities for completion

### Investigation form must follow:

Investigation guidelines

Identifies corrective actions for the determined cause of the incident

Investigation form contains information to prevent recurrence (i.e. Direct and indirect causes, corrective measures to be taken, etc.)

## Element 11 – Emergency Preparedness

Emergency Response Plan (ERP) must meet legislative requirements. ERP must include the following:

Identification of potential emergencies

Procedure(s) for dealing with the potential emergencies

Identify, location, and operation procedures for all emergency equipment ERP training requirements

Fire protection requirements

Alarm and emergency communication (what they are or what the requirements will be) Location and type of first aid services

Procedures for rescue and evacuation

The designated workers for rescue and evacuation

List of phone numbers of persons to contact in the event of an emergency. This must also include company contact names and numbers

## Element 12 – Records and Statistics

Forms outline all safety activities (New hires, Safety Meetings, inspections, investigations, near misses, etc.). These may include monthly/quarterly summaries or year-end summaries

## Element 13 – Contractor Management (SECOR ONLY)

Process to show communication between company, client, and any other affected workers in regards to hazards identified and the corrective actions implemented at the worksite

System or process to document the results of a meeting between the small employer company and the company or, organization or agency, etc. that hired the small employer

## Final checks

Policies are in the order the sections appear above

All policies are signed and dated by senior management

All policies have the company's name/logo

Each section does not only include policies but applicable forms as well

Table of contents outlining the order of documents\*

Organizational chart of the company's profile\*

Brief description of the company's scope of work\*

*\*indicates suggestions to help expedite the review process and are not mandatory requirements*

Once you have completed the application form and checklist, send it along with your company Health and Safety Manual, to the ACSA for review.



Alberta Construction Safety Association

225 Parsons Road SW  
Edmonton, AB T6X 0W6

Fax: 780.455.1120 or Email: cor@youracsa.ca