

## TEMPORARY LETTER OF CERTIFICATION

### APPLICATION & CHECKLIST

If your company has developed a health & safety program but does not yet have the required three-months of documentation required to achieve certification, you may be eligible to apply for a Temporary Letter of Certification (TLC).

Before applying, please ensure you meet all eligibility requirements. Then, submit your completed application form with your health & safety program to the ACSA, for review.

#### Eligibility

Any company applying for a TLC must have:

1. an active WCB account,
2. an ACSA membership, and
3. at least one full-time employee who has fulfilled the COR/SECOR training requirements.

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

WCB Account: \_\_\_\_\_ Industry Code(s): \_\_\_\_\_

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*

I am applying for Standard Certificate of Recognition TLC

*Please indicate who has completed the COR training requirements:*

Course	Name of Individual	Date of Birth	Date Completed
Principles of Health & Safety Management			
Leadership for Safety Excellence			
Alberta OH&S Legislation Awareness			
Auditor Training Program			

I am applying for Small Employer Certificate of Recognition TLC

*Please indicate who has completed the SECOR training requirements:*

Course	Name of Individual	Date of Birth	Date Completed
Small Employer Health & Safety Management			
CSTS, RSTS, ESTS <b>or</b> PCST <i>(choose one)</i>			
Standard two-day First Aid & CPR			

*Note: if you completed any of these courses outside of the ACSA you **must** submit a copy of the certificate.*

## 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 Response

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 – Investigations

- 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.