



Alberta Construction
Safety Association

ACSA

Small Employer Temporary Letter of Certification Application

Rev. 0.2

Application

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 Small Employer Temporary Letter of Certification (SETLC).

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

Eligibility

Any company applying for a SETLC must have:

1. an active WCB account,
2. an ACSA membership, and
3. at least one full-time employee who has fulfilled the 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 Small Employer Certificate of Recognition SETLC

Please indicate who within your organization has completed the COR training requirements:

Course	Name of Individual	ACSA Student ID	Date Completed
Principles of Health & Safety Management (PHSM) Or PHSM for SECOR			
CSTS, RSTS, ESTS or PCST (choose one)			

When you have finished your application, you can submit it by:

1. Emailing a compressed (zipped) folder to cor@youracsa.ca, or
2. Saving the submission online (e.g., Dropbox, OneDrive, Google Docs, etc.) and sending a download link to cor@youracsa.ca

If you have any questions, please contact the COR department at 1.800.661.2272 or cor@youracsa.ca.

1. Management Commitment

Element 1 – Management Commitment

People make up the framework of an organization. The management team must lead and support the foundation to have a successful OHS system.

Question	1.1	Member Submission Check	<input type="checkbox"/>
Does the company have a written health and safety policy that includes:			
<ul style="list-style-type: none">• A reference to the company's commitment to health and safety which addresses the health and safety (including physical, psychological, and social well-being) of employees• A reference to the health and safety responsibilities of managers, supervisors, workers, and contractors• The requirement to comply with government legislation• The signature and date of the current most senior manager			

Question	1.2	Member Submission Check	<input type="checkbox"/>
Have the health and safety responsibilities been written for all applicable employee levels within the company?			

2. Public, Visitors, and Contracted Employers

Element 2 – Public, Visitors, and Contracted Employers

This element addresses the health and safety of other employers, self-employed persons, visitors, and/or any other persons who may be affected by hazards originating from the employers' worksite(s) while present at, or in the vicinity of, the worksite(s). These affected worksite parties must be included and evaluated with the audited employer's health and safety management system.

Question	2.1	Member Submission Check	<input type="checkbox"/>
Does the company have a process in place to address the protection of people not under the employer's direction?			
There are three applicable worksite parties.			
<ul style="list-style-type: none">• Contracted Employers• Visitors• Any other persons at, or in the vicinity of, the worksite who may be affected by hazards originating from the worksite			

Question	2.2	Member Submission Check	<input type="checkbox"/>
Is a process in place to manage contracted employers?			
There are four criteria for this question.			
<ul style="list-style-type: none">• Evaluate• Select• Monitor• Address non-compliance			

Question	2.3	Member Submission Check	<input type="checkbox"/>
Does the employer have a process to communicate with external worksite parties regarding specific health and safety activities?			
There are two criteria for this question.			
<ul style="list-style-type: none">• Work site hazards and controls• Health and safety responsibilities			

3. Health and Safety Committees (HSC) / Health and Safety Representatives (HS Rep)

Element 3 – Health and Safety Committees (HSC) / Health and Safety Representatives (HS Rep)

Health and safety committees are a key element of the internal responsibility system. They bring worksite parties together to collaborate on topics such as hazard identification and control, investigation of health and safety incidents, and responding to report of dangerous work.

Note: If the employer has 1-4 employees and has not otherwise been ordered to establish representation or a committee, N/A may be applied to this element. As identified in the Alberta Occupational Health and Safety Legislation.

Question	3.1	Member Submission Check	<input type="checkbox"/>
Does a policy or procedure include all legislated requirements for an HS Representative as per legislated requirements?			
There are four criteria for this question.			
<ul style="list-style-type: none">• Duties of the HS representative• Requirement to appoint a representative• Reporting and recommendations to management• Term of office			

Question	3.2	Member Submission Check	<input type="checkbox"/>
Are the HS representative trained as required?			
Training consists of 3 criteria:			
<ul style="list-style-type: none">• Duties and responsibilities of the committee and/or representative• Obligations of worksite parties• Worker's rights			

4. Training

Element 4 – Training

Training employees aids in the development and maintenance of job-specific skills required to work safely and efficiently. Every employee level will benefit from increased learning and support in the workplace. All individuals must participate in creating a safe working environment.

Question	4.1	Member Submission Check	<input type="checkbox"/>
Is there an orientation process that includes OHS rights and critical health and safety information employees require prior to starting regular work duties?	<ul style="list-style-type: none"> • Worker rights (right to refuse, right to know, right to participate) • Health and safety policies and procedures • Health and safety responsibilities • Task specific hazards and controls • Hazard reporting • Applicable regulatory requirements 	<ul style="list-style-type: none"> • Discipline/enforcement policies • Violence and harassment procedures • Emergency response procedures • Incident and near miss reporting • Start date and orientation date field • Appropriate signatures field 	
There are 12 criteria for this question.			

Question	4.2	Member Submission Check	<input type="checkbox"/>
Is there a process to confirm appropriate health and safety qualifications are met before employees can perform their jobs?			

Question	4.3	Member Submission Check	<input type="checkbox"/>
Is there a process to assess the competency of new and re-assigned workers and/or when operational changes require them?			
Is there a competency assessment process that includes:			
<ul style="list-style-type: none"> • Set intervals • Refreshers when operational changes require it 			

Question	4.4	Member Submission Check	<input type="checkbox"/>
Is there a process for ensuring that employees receive job-specific training when: first hired, assigned new tasks, or when an operational change affects their work, as well as refresher training?			

Question	4.5	Member Submission Check	<input type="checkbox"/>
Specific tools used to record training			

Question	4.6	Member Submission Check	<input type="checkbox"/>
Is there a system in place that encourages two-way communication between all levels of employees?			

5. Hazard Assessment

Element 5 – Hazard Assessment

Hazard identification and assessment is a critical function in the health and safety management system.

A formal hazard assessment (FHA) involves a detailed look at an organization's overall operations. It is meant to identify hazards, measure risk (to help prioritize hazards), and develop, implement, and monitor related controls. Worker jobs or types of work are broken down into separate tasks. Formal hazard assessments are detailed, may involve many people, and will require time to complete.

A site-specific hazard assessment (also called field-level hazard assessment or FLHA) is performed before work starts at a site, when conditions change, or when non-routine work is added. These flag hazards identified at the location (e.g., overhead powerlines, poor lighting, wet surfaces, extreme temperatures, the presence of wildlife), or introduced by a change at the worksite (e.g., scaffolding, unfamiliar chemicals, introduction of new equipment). Any hazards identified must be addressed right away (i.e., before work begins or continues at the work location).

Question	5.1	Member Submission Check	<input type="checkbox"/>
Is there an inventory of all jobs and/or positions within the company for the purpose of formal hazard assessment?			
Question	5.2	Member Submission Check	<input type="checkbox"/>
Are the tasks/activities identified for each job or position in the formal hazard assessments?			
Question	5.3	Member Submission Check	<input type="checkbox"/>
Are both health and safety hazards identified for each task in the formal hazard assessments?			
Question	5.4	Member Submission Check	<input type="checkbox"/>
Are the identified health and safety hazards evaluated according to risk?			
Question	5.5	Member Submission Check	<input type="checkbox"/>
Does the company have a policy or procedure to create, review and revise formal hazard assessments?			
There are four criteria for this question:			
<ul style="list-style-type: none">• When new operations, work processes, equipment, materials, or products are introduced• When operations, work-related processes, or equipment are modified• When site-specific hazard assessments, inspections, or investigations identify a previously unrecognized hazard• As per a pre-determined frequency			
Note: Indicating a review at regular intervals does not meet the requirement of a pre-determined frequency.			

5. Hazard Assessment

Question	5.6	Member Submission Check	<input type="checkbox"/>
Is a system in place for site-specific hazard assessments?			
The system may deal with up to five situations:			
<ul style="list-style-type: none">• When work is at temporary/mobile worksites• When workers are conducting activities at a worksite not owned by their employer• When a new activity starts at a worksite• Before a job or task begins• When changes occur at a worksite			

Question	5.7	Member Submission Check	<input type="checkbox"/>
Is a system in place for workers to report newly identified hazards?			

6. Hazard Control

Element 6 – Hazard Control

If an identified hazard cannot be eliminated, controls are implemented to reduce the risk of the hazard. Implementation of hazard controls will result in the reduction of incidents. Three methods of control are: Engineering (e.g., substitution, guards, ventilation, sound barriers, etc.); Administrative (e.g., safe work practices, safe job procedures, job rotation, training, etc.); Personal Protective Equipment (e.g., eye protection, hearing protection, gloves, fire retardant coveralls, etc.).

Question	6.1	Member Submission Check	<input type="checkbox"/>
Have controls been identified for hazards listed in the formal hazard assessments as per the hierarchy (Engineering, Administrative, Personal Protective Equipment)?			

Question	6.2	Member Submission Check	<input type="checkbox"/>
Is a Violence Prevention Plan in place as per legislated requirements?			
The three criteria for a Violence Prevention Plan are:			
<ul style="list-style-type: none">• Policy• Procedure• Training requirements			

Question	6.3	Member Submission Check	<input type="checkbox"/>
Is a Harassment Prevention Plan in place as per legislated requirements?			
The three criteria for a Harassment Prevention Plan are:			
<ul style="list-style-type: none">• Policy• Procedure• Training requirements			

Question	6.4	Member Submission Check	<input type="checkbox"/>
Is there a process to review Violence and Harassment plans as per legislated requirements?			
The three criteria for reviewing Violence and Harassment policies and procedures are:			
<ul style="list-style-type: none">• When an incident occurs related to violence and/or harassment• If the HSC or HS representative recommended a review• At least every three years			

7. Inspections & Maintenance

Element 7 – Inspections & Maintenance

The formal inspection process is used to proactively identify new potential hazards, as well as confirm the performance of controls in place. Equipment that isn't working in optimal condition creates unsafe working conditions, which affects the safety of workers. Creating a successful preventive maintenance program will help improve equipment life and avoid downtime from unplanned maintenance activity.

Question	7.1	Member Submission Check	<input type="checkbox"/>
Does the company have a formal inspection process in place? There are three criteria for this question: <ul style="list-style-type: none">• Specific Responsibilities for all employee levels.• Identification of all applicable work areas (e.g., office, shop, yard, mobile worksite, worksite etc.)• Measurable frequency of inspections for all applicable work areas			
Question	7.2	Member Submission Check	<input type="checkbox"/>
Does the company have inspection form(s)/checklist(s) with corrective actions captured for the company work areas?			
Question	7.3	Member Submission Check	<input type="checkbox"/>
Is there a preventive maintenance program? There are four criteria for this question: <ul style="list-style-type: none">• Inventory or records of all items requiring preventive maintenance• Schedule of required preventive maintenance• Satisfies legislative requirements• Satisfies manufacturer's specifications			

8. Emergency Response

Element 8 – Emergency Response

Prevention, mitigation, preparedness, response, and recovery are key components in an effective emergency response management system.

Emergency Response Plans (ERP) assist in preserving the safety and security of employees, visitors, and others in the surrounding areas in the event of an emergency or disaster. Training employees in Emergency Response will enable appropriate and efficient actions to take place to reduce further impact.

Reference to requirements related to Emergency Preparedness and Response located in OHS Code Part 7.

Question	8.1	Member Submission Check	<input type="checkbox"/>
Are there written emergency response plans developed for potential emergencies applicable to the operation? The five criteria for this question are: <ul style="list-style-type: none">• Identification and procedures of potential emergencies• Alarm and emergency communication requirements• First aid services required• Emergency drill/testing procedure and frequency (min annually)• Location and use of emergency facilities			
Question	8.2	Member Submission Check	<input type="checkbox"/>
Does the company have a policy or procedure to evaluate the performance of the Emergency Response Plan? There are three criteria for this question: <ul style="list-style-type: none">• Testing at least annually• A means of identifying deficiencies• A means of correcting deficiencies			
Question	8.3	Member Submission Check	<input type="checkbox"/>
Specific tools to record emergency tests, drills, etc.?			
Question	8.4	Member Submission Check	<input type="checkbox"/>
Are the correct number of employees trained in first aid as required by occupational health and safety legislation.			

9. Investigations

Element 9 – Investigations

The intent of Incident investigations is to determine the direct causes of an incident and recommend changes to the HSMS to prevent similar events.

Question	9.1	Member Submission Check	<input type="checkbox"/>
Is there a reporting process for incidents, near misses, occupational illness, and work refusals? Note: This includes both internal and external reporting where required (e.g., OHS, WCB, etc.).			

Question	9.2	Member Submission Check	<input type="checkbox"/>
Is there an investigation procedure that includes these five criteria: <ul style="list-style-type: none">• The purpose of investigating incidents• An outline of the types of incidents requiring investigation, including near misses, occupational illness, and work refusals• Identification of underlying/basic cause• Corrective actions implemented timely manner• Senior management, management, and supervisor responsibilities			

Question	9.3	Member Submission Check	<input type="checkbox"/>
Specific tools used for the following: <ul style="list-style-type: none">• Investigating incidents, near misses, occupational illnesses and work refusals• Corrective action identification and implementation			

Element 10 – Program Administration

Evaluating the current state of the HSMS allows for opportunities to make improvements. The focus for this element is continuous improvement.

Question	10.1	Member Submission Check	<input type="checkbox"/>
Is there a process for recording health and safety activities/statistics to identify potential trends on an annual basis?			

Question	10.2	Member Submission Check	<input type="checkbox"/>
Is there a system in place that requires an annual HSMS evaluation or action plan to support continuous improvement?			

Final Checks

- Health and safety management system documentation is in an organized format (table of contents, labels, etc.)
- All documents have the company's name and/or logo
- Description of the company's scope of work activities, season, industries etc.
- Organization Chart