

## ACSA 2023 SECOR EVALUATION | HIGHLIGHTS AND INFORMATION

### HIGHLIGHTS OF ACSA'S 2023 SECOR EVALUATION

- Reduced total elements and questions from the previous evaluation to the new one.
- Added “Health and Safety Representatives” as an element.
- Revised “Contracting Services” element to “Public, Visitors, and Contracted Employers”.
- Clearer instructions and guidelines within each question.
- Suggested supporting documentation examples included within each question.
- Certain questions can be answered by validation note (comment) only.
- Review, feedback, and evaluation scores have been built into the 2023 SECOR Evaluation—meaning they are no longer separate.
- Available points shown for each question.
- Consistent language used throughout the document.
- Replaced letters from all questions with sequential numbering.
- Specific instructions for “Owner(s)/Operator(s)” are listed in applicable questions.

### DOCUMENT SAMPLING

- Specific questions only require a sample of documents to submit for evaluation rather than submitting all documents. Sampling will save time while still giving an accurate evaluation of the company’s health and safety management system.
- A document sampling chart has been included in the 2023 SECOR evaluation to help determine your sample

### EVALUATION TIMELINES



## SCORING METHODS (TYPES OF QUESTIONS)

### All or Nothing

- The comma indicates only two scores are possible (zero or full points).
- No partial points available.
- Examples Include: (0,5) (0,10) (0,15).

### Range Scoring

- The dash indicates a range of points is possible (i.e., any whole number from zero up to and including the maximum points).
- Range scoring allows for quantifiable verification.
- Examples include: (0-5) (0-10) (0-15).

### Not Applicable

- May use in certain cases as shown in the question's scoring instructions.
- Justify any N/A in validation note.

## FREQUENTLY ASKED QUESTIONS (FAQ)

### **Why is the ACSA SECOR Evaluation being updated?**

In 2018, Alberta's [Bill 30](#) introduced significant changes, such as obligations to protect workers from workplace harassment and violence, requirement for establishment of a Joint Health and Safety committee (JHSC) or designation of a Health and Safety Representative (HSR). These changes are now integrated into the SECOR Evaluation.

*Bill 47: Ensuring Safety and Cutting Red Tape Act, 2020 (Bill 47), amends the Occupational Health and Safety Act (OHS Act), the Radiation Protection Act, and the Workers' Compensation Act. The updated OHS Act and revised regulations took effect on December 1, 2021. As part of the legislative changes, all Certifying Partners, including the ACSA, were required to adopt the updated audit standards formed by Partnerships in Injury Reduction (PIR). Your ACSA took this opportunity to update our audit instrument to better reflect our members' needs, while meeting PIR's updated audit standards. Additional information regarding Bill 47 can be found [here](#).*

### **Will the ACSA provide training to help companies develop the policies required by the updated standards?**

Yes, we are updating our Principles of Health and Safety Management (PHSM) and providing a new course called PHSM for SECOR (SECOR) to reflect the updated standards. Your ACSA's other courses can assist in the development of your health and safety management system as well. Our courses can be found [here](#).

### **Will the ACSA provide any SECOR program resources to help reflect the new standards (e.g., templates, policies, procedures etc.)?**

Your ACSA has various templates and resources that meet the new standards they are available on the [ACSA website](#). You can also subscribe to the *Your ACSA Update e-newsletter* and follow us on [Facebook](#), [LinkedIn](#), or [Twitter](#) to stay updated on the latest news.

### **Does my company require a Health and Safety Representative?**

A health and safety representative is required when a company regularly employs 5 to 19 workers. Your ACSA has a course called [Joint Health and Safety committee/Health and Safety Representative \(HSCR\)](#), that provides great information regarding the requirements for a Health and Safety Representative. You can also visit the [Government of Alberta \(GOA\) website](#) for more information.

### **Where can I find additional information regarding violence and harassment prevention plans?**

The [GOA website](#) provides information regarding the requirements for Violence and Harassment Prevention Plans.

### **When will the 2023 SECOR evaluation be required?**

All SECOR Evaluations will be required to use the new 2023 standard starting January 1, 2023.

### **If my SECOR certification expires in 2023, can I re-certify in 2022?**

It is the sole decision of the company to determine if they wish to re-certify early.

### **Can I still only submit my 'operational' documentation during a SECOR maintenance year in 2023?**

If an 'operational' documentation is only submitted, you may not meet the 2023 SECOR standard. Due to the significance of the updates, directive (policy/process) documentation will require reviewing and possible updating.

### **Have SECOR training requirements changed?**

A small employer wanting to achieve SECOR certification through Your ACSA must have at least one full-time employee with the following SECOR training requirements.

The three required training courses are:

- [Principles of Health and Safety Management \(PSHSM\)](#) or [Principles of Health and Safety Management for SECOR \(SECOR\)](#)
- Standard two-day First Aid or two-day Mental Health First Aid
  - *Please visit the GOA website for approved [first aid training facilities](#).*
- One of the industry-specific training courses
  - Construction Safety Training System (**CSTS**) 2020
  - Roadbuilders' Safety Training System (**RSTS**) 2022
  - Electrical Safety Training System (**ESTS**) 2021
  - Pipeline Construction Safety Training (**PCST**)

Every three years, a full-time employee must complete at least one ACSA course to remain eligible for SECOR. This maintenance requirement is three years from the last course completed, not three years from when the company certifies in SECOR.

### **Who can I contact for more information?**

Your ACSA team is always here to help. Please reach out by email at [COR@youracsa.ca](mailto:COR@youracsa.ca) or call 1-800-661-ACSA (2272) for any questions you may have.