



# ACSA SECOR Evaluation Updates (2023)

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- SECOR Change
- Common Themes
- Highlights 2023 SECOR
- Question Scoring
- 2023 SECOR Navigation
- Documentation Sampling
- Tips for a successful 2023 SECOR evaluation



- Legislation changes:
  - 2018 – Bill 30
  - 2021 – Bill 47
- Changes were the result of collecting feedback from:
  - Industry
  - Members
  - Assessors





## You asked:

- Ease of use
- Repeat document submissions
- Communications
- COR QA



## Ease of use

- Reduced the number of elements from 13-10
- Reduced the number of questions
  - 2023 SECOR – 48
  - 2014 SECOR – 59
- Specific instructions for Owner/Operator and further reduced questions
- Updated specific question criteria

## Communication

- Consistent language and phrasing
- Each question has specific instructions, guidelines
- Available points visible for each question

## COR QA

- Scoring criteria is within each question for full transparency and consistency
- Review, feedback, and scoring have been built into the SECOR evaluation



# SECOR Training Requirements

Must have at least one full-time employee with the SECOR training requirements:

- Principles of Health and Safety Management (PHSM) or Principles of Health and Safety Management for SECOR.
- Standard two-day First Aid or Mental Health two-day First Aid.
- One industry specific training course (CSTS, RSTS, ESTS, or PCST)

The company is responsible to maintain the SECOR training requirements, and to ensure they are current at the time of evaluation.

- 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.

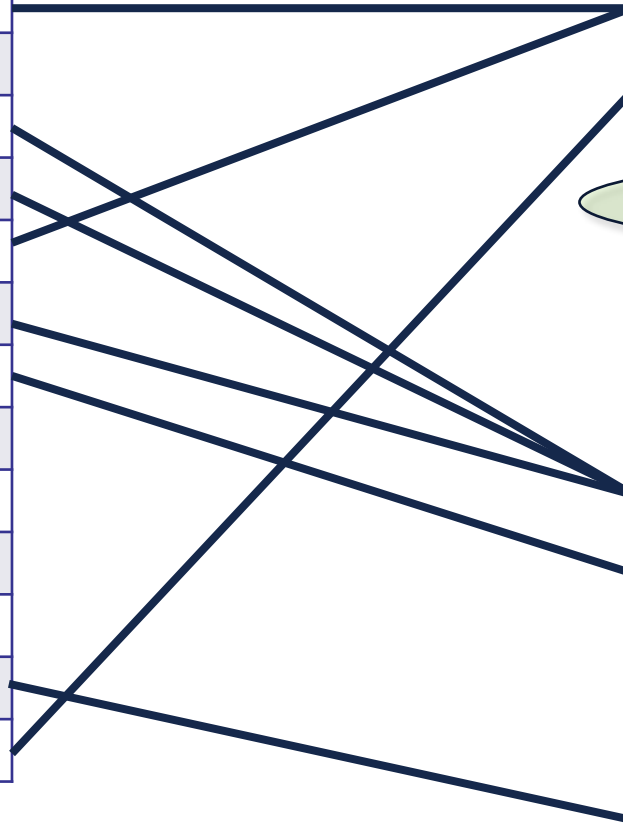


## 2014 ACSA SECOR

1	Corporate Health & Safety
2	Hazard Assessment
3	Safe Work Practices
4	Safe Job Procedures
5	Company Rules
6	Personal Protective Equipment (PPE)
7	Maintenance
8	Training and Communication
9	Inspections
10	Investigations
11	Emergency Planning
12	Records and Statistics
13	Contracting Services

## 2023 ACSA SECOR

1	Management Commitment
2	Public, Visitors, and Contracted Employers
3	Health and Safety Representatives
4	Training
5	Hazard Assessment
6	Hazard Control
7	Inspections & Maintenance
8	Emergency Response
9	Investigations
10	Program Administration





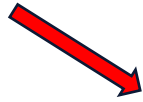
# How Questions are Scored

Types of Scoring	Scoring	Calculations
All-or-Nothing (A/N) (Zero, Full points)	<ul style="list-style-type: none"><li>The <b>comma</b> indicates only two scores are possible (i.e., zero or full points)</li><li>No partial points available.</li></ul>	<ul style="list-style-type: none"><li>Score of zero points if positive indicators are below the percentage</li><li>Score full points if positive indicators meet or exceed the percentage</li></ul>
Range (Zero – Max points)	<ul style="list-style-type: none"><li>The <b>dash</b> indicates a range of points is possible</li><li>any whole number from zero up to and including the maximum points).</li></ul>	<ul style="list-style-type: none"><li>Calculate points to score using the percentage of positive indicators given in the question.</li></ul>
Not Applicable (N/A)	<ul style="list-style-type: none"><li>May use in certain cases as shown in the question's scoring instructions.</li><li>Justify any N/A in validation note.</li></ul>	<p>No calculations.</p> <ul style="list-style-type: none"><li>Points are deducted from the total points possible for the element.</li></ul>

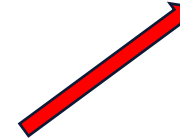




This is the evaluation question & number



Total points available for each question.



Question	7.1	Scoring	0 – 3
Does the company have a formal inspection process in place?			
Instructions	Guideline		Validation Note
<p>Assessor is to attach supporting documentation that meets the criteria identified in the guidelines.</p> <p>Score is awarded based on how many of the criteria are met.</p> <p>Supporting documentation examples(s):</p> <ul style="list-style-type: none"> <li>• Inspection policy/procedure</li> </ul>	<p>There are three criteria for this question:</p> <ul style="list-style-type: none"> <li>• Specific responsibilities for all employee levels.</li> <li>• Identification of all applicable work areas (e.g., office, shop, yard, mobile worksite, worksite, etc.).</li> <li>• Measurable frequency of inspections for all applicable work areas.</li> </ul>		



Question	7.1	Scoring	0 – 3
Does the company have a formal inspection process in place?			
Instructions	Guideline	Validation Note	
<p>Assessor is to attach supporting documentation that meets the criteria identified in the guidelines.</p> <p>Score is awarded based on how many of the criteria are met.</p> <p>Supporting documentation examples(s):</p> <ul style="list-style-type: none"> <li>• Inspection policy/procedure</li> </ul>	<p>There are three criteria for this question:</p> <ul style="list-style-type: none"> <li>• Specific responsibilities for all employee levels.</li> <li>• Identification of all applicable work areas (e.g., office, shop, yard, mobile worksite, worksite, etc.).</li> <li>• Measurable frequency of inspections for all applicable work areas.</li> </ul>		

This gives the assessor an understanding on how this question is answered and scored.

This provides the specific information on what the question is looking to address.

Some questions may require validation notes to be awarded points.



This can be seen at the bottom of every SECOR question. This is where the ACSA will provide specific info related to the question based on what was submitted and evaluated.



ACSA Quality Assurance Review Feedback and Recommendations	ACSA Evaluation Score: ____



Your ACSA will provide the score for the question here.



## Evaluation Score Summary

Element Number and Name	Total points available	Minimum Standard	Element Score (%)	Score Awarded
Management Commitment	10	5		
Public, Visitors and Contracted Employers	10	5		
Health and Safety Representatives	13	7		
Training	19	10		
Hazard Assessment	24	12		
Hazard Control	17	9		
Inspections & Maintenance	17	9		
Emergency Response	14	7		
Investigations	13	7		
Program Administration	8	4		
	145			



Certain questions only require a sample of documentation vs sending all documentation

Choosing appropriate sample size will:

- Save time for both the assessor and ACSA analyst.
- Will provide an accurate evaluation of the company's Health and Safety Management System.

# Determine Sample Size

- Documents reviewed should reflect the employer's activities over the scope of the evaluation (typically 12 period).
- For example; if there are a total of 16 maintenance records available to review, the minimum sample size is 10 records.
- The ACSA may request additional documentation if more is required.
- It is important to ensure your sample represents the overall operations.

Total Number of Documents	Minimum Number of Documents	Total Number of Documents	Minimum Number of Documents
1	1	62-77	18
2	2	78-99	19
3	3	100-122	20
4-5	4	123-146	21
6	5	147-170	22
7-8	6	171-195	23
9-10	7	196-220	24
11-12	8	221-246	25
13-15	9	247-272	26
16-17	10	273-299	27
18-21	11	300-326	28
22-24	12	327-354	29
25-29	13	355-382	30
30-35	14	383-411	31
36-41	15	412-440	32
42-50	16	441-470	33
51-61	17	471-500	34



Ensure your 2023  
evaluation is a success

- Review the specific criteria for each question within the guideline.
- Utilize the validation notes field (mandatory for certain questions).
- Ensure your submission is well organized and complete.
- Submit directive **and** operational documents for 2023.
- Include your SECOR action plan.
- Contact Your ACSA for support with the transition to the 2023 SECOR evaluation.



- Documentation and resources for the 2023 SECOR Evaluation can be found at [www.youracsa.ca](http://www.youracsa.ca)
- Contact Your ACSA COR Team at
  - [cor@youracsa.ca](mailto:cor@youracsa.ca)
  - 780-453-3311