

ACSA COR and SECOR MAINTENANCE ACTION PLAN

Eligibility Requirements

1. A full-time employee at the company must hold the training requirements. COR holders must have a certified auditor on staff.
2. Company must have gone through a full three-year COR or SECOR Cycle
3. If applying for a 2nd action plan, achieved over 80% on 1st year action plan
4. SECOR Only: Certification was based on the 2023 SECOR Evaluation
5. SECOR Only: Required under the Alberta OHS Act to have a health and safety representative

Details on the spring/fall deadlines for submissions can be found on the website.

Action Plan Proposal

Company Legal Name(s): Alberta Construction Safety Association

WCB Account Number(s): 1234567

Industry Code(s): 89407

of Employees: 70 # of Worksites: 2

Contact Phone: 780-453-3311

All WCB accounts and industry codes included in the last certification audit must be included

Description of company's operations and work type(s)

Required COR Courses	Name of Individual	ACSA Student ID
Principles of Health & Safety Management	Jane Smith	ACSA1234567
Leadership for Safety Excellence	Jane Smith	ACSA1234567
Alberta OH&S Legislation Awareness	Jane Smith	ACSA1234567
Auditor Training Program	Jane Smith	ACSA1234567

Auditor Maintenance (COR Only)	Name of Individual	ACSA Student ID
List all certified auditors who will use the Action Plan to maintain their auditor certification	Jane Smith	ACSA1234567

Required SECOR Courses	Name of Individual	ACSA Student ID
Principles of Health & Safety Management (PHSM) or Small Employer Health & Safety Management (SECOR)		
CSTS (or RSTS, ESTS, PCST)		



Carefully read through the
instructions on how to develop your
action plan

Instructions for Action Plan Development

Complete the below items on the following pages (*the blue boxes*). Leave the orange boxes (*self score and self scoring notes*) blank as these will be filled in once the action plan has been completed and is ready for final submission.

Once the action plan has been developed, submit it by the spring deadline to cor@youracsa.ca with the company's organization chart.

Objectives:

- Must meet be **SMART**: Specific, Measurable, Attainable, Relevant, and Time-bound
- Must include 3 – 7 objectives that are started and completed after the proposal has been approved
- Based on your corporate health and safety priorities, projects, or initiatives
- At least one objective must be based on the recommendations from your last certification audit

Milestones:

- The breakdown of objectives into specific steps indicating of significant activities
- Specific individual/group responsibilities, target date, deliverable(s), and weighting
- Must include a minimum of 2 and a maximum of 5 for each objective

Deliverables for each Milestone:

- Supporting documentation that will be submitted as evidence of completion of milestones within objectives
- Must be completed and submitted by fall deadline

Weighting for each Milestone:

- Depending on the importance of each milestone for reaching the overall objective, assign an appropriate weight
- Total score for all milestones must equal 100 (*see running total on top of next page*). Each milestone requires its own score

For more information on developing your Action Plan, please review the Action Plan instructions found on the website or watch the ACSA Action Plan Video.

Note: the completed action plan must score a minimum of 60% to maintain the company's COR certification and the auditor's certification. If the action plan scores less than the minimum score, an internal COR or SECOR maintenance audit will be required before December 31.

Objective 2

Build foundational mental health literacy by delivering training to 10% of supervisors before the end of Quarter 3

Check box if based on previous audit recommendation

Milestones (breakdown of milestones or significant activities to complete objective; min 2 to max 5)	Responsibility (individual or group assigned)	Target Date (for completion; plan due Nov)	Deliverables (submitted to ACSA as evidence of completion)	Weighting (added to total score)	Self Score (enter upon completion)
Identify the supervisors that require training	- HS Committee - HS Advisors	06/15/2026	- List of all supervisor names with selected supervisors noted	5	
Provide supervisors with Psychological Health and Safety (PHS) overview course	- HS Committee - HS Advisors - Managers	06/25/2026	- Completed training records		
Track training completion dates	- HS Committee - HS Advisors - Managers	07/31/2026	- Training tracker		
Total for Objective 2 30 0					

Self scores are entered after each milestone is completed. Self scores are NOT required during the proposal process, but are required during the final submission

Self scoring notes are entered during the final submission and are used to justify the self score awarded for the milestones

Self Scoring Notes

Objective 3

Check box if based on previous audit recommendation

Review the onboarding process for workers in their first year at the company and share recommendations to address identified gaps with management by the end of Quarter 3.

Milestones (breakdown of milestones or significant activities to complete objective; min 2 to max 5)	Responsibility (individual or group assigned)	Target Date (for completion; plan due Nov)	Deliverables (submitted to ACSA as evidence of completion)	Weighting (added to total score)	Self Score (enter upon completion)
Review existing onboarding documentation to identify gaps relating to new workers	- HS Advisors - Managers	06/30/2026	- Notes from review (list of gaps)	10	
Conduct 1-on-1 interviews with frontline supervisors to discuss onboarding process to identify gaps	- HS Advisors - Supervisors	08/07/2026	- Meeting notes with supervisor recommendations	10	
Conduct focus groups with first year workers regarding current onboarding process	- HS Advisors - Supervisors - Workers	08/14/2026	- Meeting notes with worker recommendations	10	
Share findings and recommendations with management	- HS Advisors - Supervisors	10/30/2026	- Findings and recommendations - Meeting minutes	10	
Total for Objective 3				40	0

Self Scoring Notes



Proposal Complete

Submit the Proposal with all blue boxes filled in by the Spring deadline. Once the COR Department has approved your Proposal, you will work on implementing it throughout the year.

Proposal Self-Check

Action Plan Proposals must be submitted electronically with

- Completed Proposal
- Developed Action Plan – objectives, milestones, re-weighting
- Organization Chart / Breakdown of Employee Positions

When you have developed your action plan and it is ready to submit, complete the 'Proposal Self-Check' to ensure you have what is required for the proposal

Action Plan Final Submission

Once you have completed all the milestones and objectives, you will complete the remaining pieces of the action plan, including self-scoring and notes. You will complete the auditor participation and executive summary on the next two pages. You will be required to review the finalized action plan with senior management and have them sign off on the action plan.

Finalized Action Plans must be submitted to cor@youracsa.ca with the below items prior to the fall deadline.

- Self score based on the completion of each milestone
- Self scoring notes for each objective
- All deliverables for each objective & milestone
- Auditor maintenance participation descriptions
- Executive summary outlining the results, strengths, and recommendations
- Senior Company Representative must acknowledge the results of the completed Action Plan by signing and dating

Once all milestones are complete, you will complete the final submission. Use this checklist to see what you are required to submit to the ACSA

For more information on the Action Plan Final Submission, please review the Action Plan instructions found on the website or watch the ACSA Action Plan Video. Details on the spring/fall deadlines for submission can also be found on the website.

Auditor Participation for Maintenance Requirement (COR Only)

A brief description of how each auditor participated in the action plan must be provided and signed by the auditor for the action plan to maintain the auditor's certification for the year.

Auditor Participation

	Auditor participation must be included in the final submission. A brief description of responsibilities and participation must be listed for each auditor included in the action plan. This will be used to maintain their auditor status.	
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Auditor Name: _____

Auditor Participation

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Auditor Name: _____

Auditor Signature: _____

Auditor Participation

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Auditor Name: _____

Auditor Signature: _____

Auditor Participation

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Auditor Name: _____

Auditor Signature: _____

Auditor Participation

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Auditor Name: _____

Auditor Signature: _____



Final self score is automatically calculated based on what you enter as the self score for each milestone

Executive Summary

Results, positive areas, and recommendations

Final Self Score **0** / 100

An Executive Summary must be included during the final submission
Similar to an executive summary you complete for an audit, it must include the positive areas and any recommendations the auditor(s) has

Review the finalized action plan with a senior company representative and have them sign off

Senior Company Representative – Sign Off

Name: _____

Signature: _____

Date: _____