

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 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			

TLC CHECKLIST

Use this checklist to confirm your health and safety program is complete. Please ensure your manual includes all elements and sub elements including forms and/or templates before submission to 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)

Element 2 – Public, Visitors, and Contracted Employers

- 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.