



Alberta Construction Safety Association

HEAD OFFICE

#101, 225 Parsons Road SW, Edmonton, Alberta T6X 0W6
E-mail: edmonton@acsa-safety.org

Tel: (780) 453-3311 or 1-800-661-2272
Fax: (780) 455-1120 or 1-877-441-0440

www.acsa-safety.org

May 26th, 2016

STT ENVIRO CORP.
#210 3031 VIKING WAY
RICHMOND, BC V6V 1W1

Dear Participant:

RE: Certificate of Recognition Issue Date: April 24, 2016
COR#20160424-5566, WCB Account #578168, Industry Code 42156

It is with great pleasure that we take this opportunity on behalf of Alberta Human Services and the Alberta Construction Safety Association (ACSA) to congratulate you and your employees on the accreditation of your health and safety program.

Upon review of your standard audit document which evaluated your health and safety program, we are pleased to advise that your firm qualifies for a "Certificate of Recognition."

Although the certificate is valid for three years from the date of the initial audit, you are required to submit an audit on a yearly basis to maintain your COR status. Your next audit submission is due April 24, 2017. Failure to do so will result in your certificate becoming invalid. At the end of the three year term, an additional satisfactory external audit is required to revalidate the certificate.

In qualifying for the certificate, your company has:

- prepared a written health and safety plan appropriate to the needs of your staff;
- discussed injury prevention issues with your staff and invited their ongoing participation in the health and safety program;
- identified hazards and hazard controls as an ongoing process;
- developed and implemented good health and safety practices; and
- developed a review process for changes and ongoing improvements to the program.

By participating in the development and operation of the "Partnerships" program; yourselves, Alberta Human Services and the Alberta Construction Safety Association, along with the Workers' Compensation Board have begun a process which will substantially contribute toward reducing accidents, ill health and their associated costs.

The audit result is commendable and confirms our feelings that the PIR program will be of benefit to your firm and the construction industry at large.

Yours truly,

Tammy Hawkins
Chief Operating Officer, ACSA

258006



BRANCH OFFICES

Calgary Office

#101, 292060 Wagon Wheel Link, Rocky View, AB T4A 0E2
Tel: (403) 291-3710 or 1-800-661-6090
Fax: (403) 250-2852 or 1-877-258-5881
E-mail: calgary@acsa-safety.org

Fort McMurray Office

Nomad Inn Hotel, 10006 MacDonald Avenue
Fort McMurray, AB T9H 1S8
Tel: (780) 715-2157 Fax (780) 715-1684
E-mail: fortmcmurray@acsa-safety.org



I have completed my COR audit. What happens if an Occupational Health and Safety Officer issues a compliance order?

The Certificate of Recognition (COR) audit is used to evaluate an employer's health and safety *system*. Though the audit does not assess an employer's level of compliance with legislation, there is an expectation that COR-holding employers will do their best to meet their health and safety responsibilities under the law. Before Partnerships in Injury Reduction (Partnerships) issues a new COR or processes an employer's maintenance audit, the employer's compliance history is checked. If the employer has any open compliance orders or demands, the COR will be held until they are closed. Should any orders or demands remain open more than four months from the date on which the COR certification/maintenance request was received by Partnerships, the request may not be approved and a new audit will be required.

What is an On-Site Audit Review (OSAR)?

In addition to the quality assurance reviews conducted on all audit reports by the Certifying Partners (CPs), approximately 100 on-site audit reviews (or OSARs) are conducted by Partnerships annually. These reviews are designed to validate key audit findings, and ensure that auditors are following appropriate audit process. OSA Reviewers are not assessing the employer's health and safety management system; they are reviewing the work of the auditor.

An employer whose external auditor is selected for an OSAR must participate in the process. The OSA Reviewer will spend no more than one day at the employer's worksite. OSAR will review the details of the audit process and sample some of the key documentation that was reviewed during the audit. The OSA Reviewer's findings are then compared to the auditors' report, and the results are provided to the auditor's Certifying Partner for review with the auditor.

What happens if an OSAR also identifies problems with my occupational health and safety management system?

Although the intention of OSAR is to validate the work of external auditors, a review may also identify significant deficiencies in an employer's health and safety management system. If this occurs, the CP will work with the employer to guide improvements required for their system to meet the audit standard. An employer's COR status will not be jeopardized by OSAR results.

What is Employer Review?

Employer Reviews are designed to address situations where COR-holding employers are identified to have systemic deficiencies in their certified health and safety management systems. The current Employer Review process was implemented on July 1, 2011 with the support of industry and safety associations, employers, and stakeholders. The provisions of Employer Review apply to all COR holders.

How are COR-holders selected for the Employer Review process?

Partnerships initiates the Employer Review process should a COR-holding employer experience any of the following triggers:

- occurrence of a workplace fatality, serious injury or reportable incident,
- issued multiple stop-work orders within a 12-month period for imminent danger by Alberta OHS,
- identified by an OHS Officer or Partnerships Consultant as having significant deficiencies in their health and safety management system,
- issued an administrative penalty,
- is selected for the OHS Index - Proactive Employer Program (PEP), and/or
- has knowingly misrepresented the reporting of worker injuries as required by the Workers' Compensation Act, as reported by the Workers' Compensation Board – Alberta (WCB).

When a COR-holding employer is identified for a potential Employer Review by one or more of the triggers listed above, an assessment is completed by Partnerships in order to determine if this is an indicator of systemic deficiencies in the employer's OHS management system.

Should systemic deficiencies be identified, the employer must complete an action plan with Partnerships and the employer's eligibility for any PIR refunds from WCB is placed on-hold.

What are the steps to complete an Action Plan?

The action plan process includes the following steps:

1. Partnerships will schedule a meeting with the employer's most senior Alberta representative and health and safety personnel to identify areas where system improvements must be made.
2. An action plan is developed with the employer, detailing system improvements to be completed within a set timeframe (typically between 6-12 months), and must be approved by Partnerships.
3. Partnerships will follow-up with the employer within the established timeframe to verify completion of the action plan items undertaken.
4. Once the action plan items have been successfully completed, Partnerships will close the assignment and advise the WCB to remove Employer Review hold on the employer's eligibility for PIR refunds.

What happens if I don't complete the requirements of the Employer Review process?

The employer must successfully complete their action plan to avoid cancellation of their COR and loss of any associated WCB refunds being held.

Proactive Employer Program

In 2014, the Alberta OHS Program developed the "OHS Index – An Approach to Proactive Strategic Programs," which is designed to introduce a program of enhanced proactive inspection, education and intervention strategies to achieve improved outcomes in preventing work place injury and illness, and establishing greater compliance with OHS legislation.

This program is based on individual employer measurement using a newly designed OHS Index which measures employer performance over a four-year window on the following four metrics: disabling injury rate, lost time claim rate, days lost frequency rate and the occurrence of occupational fatalities. Employers are compared to their industry, and score points if their performance is 100% or more over their industry average, or if an occupational fatality has occurred. The maximum number of points on the Index is 100 (most employers score zero) and the measurement design allows OHS to identify the employers that most require our assistance.

The highest level of participation in the Proactive Strategic Programs is the Proactive Employer Program (PEP), and is based on a combination of 30 points on the OHS Index, and 3 or more stop use/stop work orders issued by OHS Officer over the previous three years.

Should a COR-holder be selected for the PEP program, this is a trigger for an employer review, and the employer may be required to complete an action plan with Partnerships.

For more information on OSAR, the Employer Review process or the Proactive Employer Program, call the Workplace Health and Safety Contact Centre at (780) 415-8690, visit our website at work.alberta.ca, or contact your Certifying Partner.