



THE CANADIAN FEDERATION OF CONSTRUCTION SAFETY ASSOCIATIONS



Canadian Federation of Construction Safety Associations National COR[®] Accreditation Standard

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COR® helps your organization



Develop
a comprehensive
OHSMS



Implement
policies and procedures
that prevent incidents
and protect workers



Assess
the effectiveness
of those measures



Continuously improve
health and safety
through systematic
auditing



Introduction

This document outlines the Certificate of Recognition (COR®) accreditation standard, including its requirements, processes, and stakeholder responsibilities, and describes the agreed-upon elements of an effective occupational health and safety (OHS) management system.

COR® is an occupational health and safety accreditation standard that verifies an organization's OHS management system is fully implemented and meets national standards. The objective of COR® is to provide industry employers with effective tools to **develop, implement, assess, and promote continual improvement** of their OHS management system—in order to prevent or mitigate incidents and injuries as well as their associated human and financial costs.

COR® is nationally registered, trademarked, and endorsed by the Canadian Federation of Construction Safety Associations (CFCSA) and is delivered through member associations that have a formal memorandum of understanding to serve as the Authority Having Jurisdiction to grant COR® in their respective provinces and territories.

Each CFCSA member association grants COR® certification to employers, monitors compliance with program requirements, and serves as employers' main point of contact for all operational aspects related to COR® in their province/territory. CFCSA member associations have the flexibility to include additional requirements tailored to their industry, province, or territory within their respective COR® accreditation program. CFCSA members may also have their own COR® guidelines that are not covered in this document, or which are variations of guidelines in this document.

Although COR® is a national standard, COR® certification must be granted by the Authority Having Jurisdiction in each of the provinces/territories a company works in. COR® Reciprocity may be granted to COR®-certified organizations that do not have a permanent base of operations in the jurisdiction where reciprocity is requested. This process is straightforward and can be requested by contacting your provincial/territorial CFCSA member association.

COR® accreditation

To achieve COR® certification, your organization must establish, implement, monitor, and maintain an occupational health and safety management system in accordance with the requirements of the COR® standard. An OHS management system encompasses the activities, procedures, and services that are within your organization's control or influence and that affect its health and safety performance. Successful implementation and maintenance of the system is verified through a series of formal audits.

What is involved

Your organization is responsible for its OHS management system. Necessary financial, human, and organizational resources must be allocated to plan, implement, monitor, review, and improve the system. This involves implementing all 14 elements of the COR® standard and setting up a cycle of evaluation and continuous improvement.

Broadly, an OHS management system enables an organization to **identify, communicate the presence of, and control workplace hazards**. Effectively implementing that system requires, among other things, leadership commitment, methods of identifying hazards and assessing risk, worker participation, and their correlating measures. These correlating measures are the elements the OHS management system is based on, which are reflected in the COR® standard.

A series of formal audits verifies the implementation of the elements (and the OHS management system overall). This involves making observations at the workplace, reviewing documentation, and interviewing employees using an audit tool and process approved by a CFCSA member.



The roadmap to COR®

-  **Complete required training**
-  **Implement your health and safety program**
-  **Verify national audit standards**

Steps to achieving COR®

Becoming COR® certified is a three-step process involving training, implementation of an occupational health and safety management system, and verification that the system meets COR® national standards.

Required training

Each CFCSA member offers training on specific health and safety competencies, which must be completed by a designated employee (or employees) of your organization. The training provides your organization with the information, resources, and ability to implement an OHS management system that is aligned with COR®.

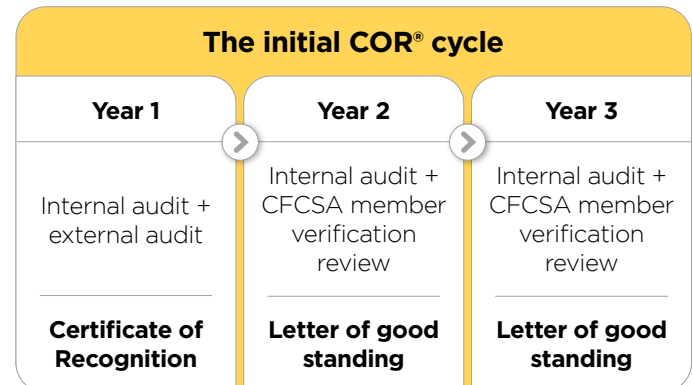
The required training competencies are:

- Health and safety program development and implementation
- Leadership, training, and communication
- Effective auditing of occupational health and safety management systems
- Hazard identification and risk control

These competencies do not need to be contained in a standalone course or training module. CFCSA members may choose to incorporate the required competencies into multiple courses.

Implementation

Once trained, the designated employees work to develop and implement your organization's safety program. Your provincial/territorial construction safety association is available to guide and support you throughout this process.



Verification review

Your OHS management system is subject to annual verification review to confirm it meets COR® national standards. Where audits are used, they are to be completed by a qualified and competent auditor and must follow the audit instrument prescribed by the CFCSA member. At minimum, the audit instrument must include the required COR® elements as listed in this document. These elements are to be verified through documentation, observations, and interviews.

To be successful, an audit must achieve a minimum score of 80% overall and 50% in each element.

COR® certification is valid for a period not exceeding three years and must be validated annually through an audit or other approved verification review.

The initial COR® certification, representing year one of the three-year certification cycle, requires the successful submission of two audits:

- Company internal / self-audit
- CFCSA external / independent audit

Maintaining COR® certification for a second and third year requires the successful submission, each year, of:

- Company internal / self-audit or approved verification review
- CFCSA verification review / CFCSA internal audit

This three-year cycle of audits is then repeated for as long as your organization wishes to maintain its COR® certification.

All audits and other approved verification reviews must be submitted and validated by the CFCSA member that issued the original COR® certification. Typically, a Letter of Good Standing is issued in years two and three to verify the training competencies and COR® standards are maintained.

COR® elements

To meet the requirements of the COR® national standard, **your organization's OHS management system must include the 14 elements of COR®** described below.

Additionally, the system shall:

- Have a written policy, procedure(s), and/or guideline(s) for each element. This shall include roles and responsibilities for relevant workplace parties
- Support worker participation by identifying and removing barriers to participating in the OHS management system
- Have a mechanism for communication to and from all appropriate workplace and external parties—in a way that ensures the intended message is understood
- Ensure workplace parties are trained and competent for the implementation of the element
- Be evaluated regularly for effectiveness and continuous improvement
- Be revised and updated as needed

The required elements do not need to be standalone sections of an OHS management system. Rather, the elements may be incorporated into multiple sections, depending on what is most suitable for your organization.

Each CFCSA member is the Authority Having Jurisdiction to grant COR® in its province/territory and may make additions to these national requirements. Such requirements are typically included in a provincial/territorial supplement (i.e., Element 15).

Element 1 — Health and safety policy

A health and safety policy is a framework for complying with legal requirements, setting and reviewing objectives, and continually improving health and safety performance. It is intended to reflect your organization's actual operations, decision making, and risk profile rather than serving as a standalone or administrative document.

Senior management shall establish, implement, monitor, and maintain a documented occupational health and safety policy appropriate to the scale and nature of your organization's operations, activities, and associated hazards, including:

- Physical safety hazards
- Biological hazards
- Environmental hazards
- Chemical hazards
- Ergonomic hazards
- Psychosocial hazards

The policy shall be reviewed regularly (e.g., annually) and whenever there are meaningful changes to operations, hazards, organizational structure, or legal requirements.

The policy shall:

- Confirm management's commitment to provide a healthy and safe work environment and to demonstrate leadership in supporting continuous health and safety improvement
- Express a commitment to work in a spirit of consultation and cooperation with workers
- Address health and safety responsibilities and accountabilities for all workplace parties
- Be signed and dated by current senior management
- Be posted in the workplace and/or made available to all workplace parties, including through electronic means
- Be communicated to workplace parties

Element 2 — Hazard assessment, analysis, and control

The primary factor in any OHS management system's success lies with the ability to identify, assess, and effectively control the negative potential of hazards.

Your organization shall establish, implement, monitor, and maintain a documented policy statement, procedure(s) and/or guideline(s) for identifying, assessing, and controlling hazards that is appropriate to the nature of the hazards and their level of risk.

The policy, procedure(s) and/or guideline(s) shall include:

- Requirements to assess hazards for all operations (routine and non-routine) where work is performed, considering physical, biological, environmental, chemical, ergonomic, and psychosocial hazards
- Clear identification of the different types of hazard assessments used within your organization and the circumstances under which each type is required
- Requirements to report existing and potential hazards
- A requirement to conduct risk assessments for identified hazards:
 - Before starting any task; and,
 - When people, equipment, materials, the environment, or processes are introduced or change
- A requirement to define competency for roles and persons involved with the hazard assessment process
- The selection of appropriate competent personnel to be involved in the hazard assessment process
- A documented process to identify critical tasks and ensure they are subject to enhanced hazard assessment, risk analysis, and control verification
- Determination of control measures using the hierarchy of controls: elimination, substitution, engineering controls, administrative controls, and personal protective equipment
- The individuals/roles assigned to implement the identified controls

- A defined process and/or timeline to verify that control measures are implemented and monitored to ensure their effectiveness

Hazard assessments, analyses, and control measures shall be documented, kept up to date, and consistently applied across workplace operations. They shall reflect actual work practices and be actively used to identify hazards and implement controls.

Element 3 — Safe work practices

Safe work practices are guidelines for how to safely perform a task or use equipment. They are generalized “dos and don’ts”, not step-by-step instructions. They inform the worker about the hazards that are present and provide direction on how to guard against them.

Your organization shall establish, implement, and use applicable safe work practices. They shall be:

- In writing
- Communicated to and understood by workers
- Readily available
- Followed by employees

Safe work practices shall follow a standardized format to ensure clarity and accessibility for all workers. Both management and workers should participate in the development and/or review of safe work practices.

Element 4 — Safe job procedures

Safe job procedures are written, step-by-step instructions specifying the safest way to perform a task. They must clearly identify the steps required to complete the task (in proper order), the hazards the worker could be exposed to, the control measures for those hazards, and any applicable emergency procedures.

Your organization shall establish, implement, and use applicable safe job procedures for all high risk/critical tasks. The procedures shall be:

- In writing
- Specific to the job and jobsite
- Communicated to and understood by workers
- Readily available
- Followed by employees

Competent members of management and competent workers should participate in the development and/or review of all safe job procedures—to ensure their accuracy and completeness.

Element 5 — Company safety rules

Your organization shall establish, implement, monitor, and maintain a documented policy statement, procedure(s) and/or guideline(s) for company safety rules.

The policy, procedure(s) and/or guideline(s) shall:

- Include responsibilities for setting, implementing, and complying with company rules

- Ensure the availability of both company- and project/location-specific rules
- Require company rules to be written and either visibly posted or provided to each employee
- Ensure company- and project-specific rules are clearly explained and understood
- Include a progressive disciplinary policy
- Ensure company rules are consistently applied and enforced throughout the company

Element 6 — Personal protective equipment

Your organization shall establish, implement, monitor, and maintain a documented policy statement, procedure(s) and/or guideline(s) for personal protective equipment (PPE).

The policy, procedure(s) and/or guideline(s) shall:

- Ensure activities requiring PPE are documented and that specific criteria are used to select PPE that is appropriate for those activities
- Include written rules and/or guidelines for the proper fitting, care, and use of PPE
- Ensure workers are made aware of the requirements for PPE
- Ensure that appropriate PPE is provided and/or made available to workers for specific activities
- Ensure that appropriate PPE is used by workers for specific activities
- Include requirements for the proper inspection and maintenance of PPE

Element 7 — Preventative maintenance program

Your organization shall establish, implement, monitor, and maintain a preventative maintenance program including tools, equipment, vehicles, and facilities.

The preventative maintenance program shall include:

- An inventory of items to be maintained
- A requirement for the use of preventative maintenance schedules
- A requirement to meet manufacturers’ preventative maintenance guidelines and legislated requirements
- A requirement to keep records, including those related to corrective actions taken
- A requirement that a qualified/competent person performs the inspection and maintenance
- A requirement to remove overdue and/or defective tools, equipment, facilities, and vehicles from service until maintenance or corrective action is completed and verified

Element 8 — Training and communication

Your organization shall establish, implement, monitor, and maintain a documented policy statement, procedure(s) and/or guideline(s) for training and the communication of health and safety information.

The policy, procedure(s) and/or guideline(s) shall include:

- The method for selecting, evaluating, and monitoring health and safety training for employees. Examples of methods to consider include:
 - Reviewing legislated training requirements
 - Reviewing manufacturers' training requirements
 - Reviewing job-specific and high-risk activities
 - Identifying competencies for each task and/or role
 - Identifying the effectiveness of training
- A requirement that individual workers be trained on a task prior to performing it
- A requirement that training be conducted by a competent person
- A requirement that the completed training be documented and training records maintained
- A relevant orientation program that is:
 - Completed prior to starting work
 - Provided to new and young workers, returning workers, or workers who have changed locations (e.g., from one jobsite to another)
 - Mandatory for all workers
- Senior management participation in health and safety meetings
- Worker participation in health and safety meetings
- A process for worker input and communication of health and safety information
- Legislative and/or project requirements for health and safety meetings—including toolbox/tailboard talks or their equivalent.

Element 9 — Inspections

Your organization shall establish, implement, monitor, and maintain a documented policy statement, procedure(s) and/or guideline(s) for the inspection of any workplace/jobsite, tools, equipment, vehicles, and facilities.

The policy, procedure(s) and/or guideline(s) shall include:

- The areas and items requiring inspections
- Inspection frequencies and who must complete them
- Appropriate participation in the inspection process
- A method for communicating the results of inspections
- A requirement to conduct and keep records of inspections, including the identification and prevention of potential non-conformities and any necessary corrective actions

- This includes the assignment of corrective actions and confirmation of their completion in a timely manner

Element 10 — Investigations and reporting

Your organization shall establish, implement, monitor, and maintain a documented policy statement, procedure(s) and/or guideline(s) for reporting and investigating incidents, including near misses.

The policy, procedure(s) and/or guideline(s) shall include:

- Roles and responsibilities of workplace parties for reporting incidents and for conducting investigations in a timely manner
- A requirement that personnel receive training on legislated and company-specific reporting requirements and investigation procedures.
- A requirement that the incident investigation procedure include:
 - The identification of factors that may have caused or contributed to the incident
 - The identification and implementation of corrective actions (following an incident and its investigation)
 - The communication of investigation results and corrective and preventative actions to appropriate parties
- A requirement to maintain records of incidents, near misses, and investigation reports.

Element 11 — Emergency preparedness

Your organization shall establish, implement, monitor, and maintain a documented policy statement, procedure(s) and/or guideline(s) for emergency preparedness and response, including emergency response procedures specific to the size or your workplace, scope of work, hazards, and potential emergency scenarios.

The policy, procedure(s) and/or guideline(s) shall include:

- The identification of potential emergency situations based on their applicability to the workplace
- Documented response plans, including the roles and responsibilities of relevant personnel
- A requirement for emergency equipment to be in place, well-marked, and regularly inspected and maintained
- Provisions to provide:
 - First aid to an injured worker
 - An emergency communication system
 - Transportation of any injured worker to a medical facility
 - Initial attack on fire
- A requirement that employees be provided with emergency response training that is appropriate to their roles and responsibilities—including training specific to high-risk work activities, where applicable

- A requirement for periodic testing of the emergency response plan (e.g., drills)—conducted in such a way that it does not introduce new hazards—and for the maintenance of records related to testing and any corrective actions taken
- A requirement that emergency procedures and response plans be reviewed at least annually and revised as necessary—and for those reviews and revisions to be documented
- Communication of relevant emergency response information to anyone who could be impacted by a workplace emergency, including workers, contractors, visitors to the workplace, emergency services, government authorities, and the community.

Element 12 — Statistics, records, and document control

Your organization shall establish implement, monitor, and maintain a documented policy statement, procedure(s) and/or guideline(s) to effectively control documents and records, including the regular measurement of health and safety performance.

The policy, procedure(s) and/or guideline(s) shall include:

- A requirement to ensure approved and current versions of applicable documents are readily available at the point of use
- A requirement to ensure relevant health and safety records are kept as per legislative requirements
- A required frequency for conducting statistical analysis of current health and safety performance and comparing it with past performance
- Leading (proactive) and lagging (reactive) performance measures
- The retention of first aid treatment records
- The identification of trends and corrective action plans
- Results that are recorded and communicated to relevant workplace parties

Element 13 — Legislation

Your organization shall establish, implement, monitor, and maintain a documented policy statement, procedure(s) and/or guideline(s) to identify, comply with, and ensure all personnel have access to relevant legislation.

The policy, procedure(s) and/or guideline(s) shall include:

- The identification of relevant legislation, regulations, standards, and any other requirements
- A requirement that documentation related to legislation, regulations, standards, and any other requirements is up to date
- A requirement that legislative/regulatory compliance by evaluated at scheduled intervals and that records of evaluations be retained

- A requirement that relevant legislation be visibly posted or made readily available at each workplace/jobsite
- A requirement that management and supervisors regularly refer to relevant legislation during job planning and other activities to ensure compliance
- A requirement that all personnel be trained and made aware of their rights and responsibilities

Element 14 — Procurement and contractor management

Your organization shall establish, implement, monitor, and maintain a documented policy statement, procedure(s), and/or guideline(s) for procured products and services, including contractor management/outsourcing, where procurement requirements address the management of change associated with the introduction of new or modified products, equipment, services, or processes.

The policy, procedure(s), and/or guideline(s) shall include:

- The criteria for selecting, evaluating, and monitoring contractors, subcontractors, and service providers appropriate to their role and associated level of risk
- The ability and competency of these external parties to identify, communicate, and control hazards that may impact their own workers, your workers, as well as any other person
- Coordination of health and safety requirements, roles, and responsibilities when multiple contractors/employers are working in the same area or where work activities may interact
- Hazard identification, risk assessment, and controls applied to the introduction or change of products, services, equipment, materials, or operational processes—to ensure risks are evaluated and controlled before use or implementation

Element 15 (optional) — Provincial/territorial supplement

Although COR® is a national standard, COR® certification must be granted by the Authority Having Jurisdiction (i.e., the CFCSA member) in each of the provinces/territories an organization works in.

Each CFCSA member may specify requirements tailored to their province/territory and stakeholders that stand in addition to the requirements of the COR® national standard.

To ensure the integrity of the COR® national standard, CFCSA members may choose to include their additional jurisdiction-specific requirements in a provincial/territorial supplement.



Authorities Having Jurisdiction to grant COR® certification

Although COR® is a national standard, COR® certification must be validated by the Authority Having Jurisdiction in each province/territory in which your organization is seeking certification.

The following Canadian Federation of Construction Safety Associations members have a formal memorandum of understanding to serve as the Authority Having Jurisdiction to grant COR® in their respective provinces/territories.

1. Northern Safety Network Yukon
2. Northern Safety Association (Northwest Territories and Nunavut)
3. British Columbia Construction Safety Alliance
4. Alberta Construction Safety Association
5. Heavy Construction Safety Association of Saskatchewan
6. Saskatchewan Construction Safety Association
7. Construction Safety Association of Manitoba
8. Manitoba Heavy Construction Association – WORKSAFELY Program
9. Infrastructure Health and Safety Association
10. Association Paritaire pour la Santé et la Sécurité du Travail du Secteur de la Construction (Quebec)
11. Construction Safety Nova Scotia
12. New Brunswick Construction Safety Association
13. Newfoundland and Labrador Construction Safety Association

Each CFCSA member association grants COR® certification to employers, monitors compliance with program requirements, and serves as an employer's main point of contact for all operational aspects related to COR® in their respective province/territory.

Definitions

AUTHORITY HAVING JURISDICTION: An organization responsible for enforcing the minimum requirements of standards within its jurisdiction.

- COR® is formally registered and trademarked. Although COR® is a national standard, COR® certification must be validated by a Authority Having Jurisdiction (for the province/territory in which an organization is seeking COR® certification). In practice, this means only a CFCSA member is permitted to grant and/or validate COR® certification.

AUDIT: A systematic process for obtaining evidence—through documentation, observations, and interviews—and objectively evaluating it to determine the extent to which predetermined criteria (e.g., the elements of COR®) are fulfilled.

- **COMPANY INTERNAL/SELF-AUDIT:** An audit conducted by an organization's representative (e.g., a designated worker) on their occupational health and safety management system, using an audit instrument prescribed by the CFCSA member.
- **CFCSA VERIFICATION REVIEW:** A process to verify that an organization's internal/self-audit is complete and meets the required standards of the CFCSA member-prescribed method of verification and protocols.
- **CFCSA INTERNAL AUDIT:** An audit conducted by a CFCSA representative on an organization's OHS management system, using the audit instrument prescribed by the CFCSA member.
- **CFCSA EXTERNAL/INDEPENDENT AUDIT:** An audit conducted by an independent representative (external to the organization being audited) who is authorized by a CFCSA member, using the audit instrument prescribed the CFCSA member.

MANAGEMENT: Persons who have care and control over people and/or processes at a workplace.

SENIOR MANAGEMENT: Persons at the highest level of an organization's structure who are responsible for leading, managing and/or directing its day-to-day activities and/or operations.

WORKPLACE PARTIES: All persons who are associated with a workplace. This includes, but is not limited to, the employer, prime contractor (constructor), owner, contractors, supervisors, workers, suppliers, service providers, and visitors.