



CCSA Newsletter | January 2020 Edition



2019 was an extremely busy year for the CCSA

We worked diligently to deliver on our mandate. Here are a few highlights:

- We delivered 235 training sessions, which reached 2,438 people. That's an increase of more than 50 per cent!
- We launched the CCSA PIR/COR audit tool, which decreased the number of days required to write an audit report by six. We also trained 45 PIR/COR auditor candidates and reviewed approximately 80 audits.
- We partnered with several CCSA member organizations to pilot new Train-the-Trainer formats for a variety of health and safety programs.
- We revamped the newsletter, conducted a member engagement survey and launched the process to redevelop our website.

[Want to read more?](#)



Each month, CCSA raises awareness of industry issues through a safety campaign. This January, our focus is on violence and harassment in continuing care.

We created and collected a variety of resources to help employers and employees navigate incidents of violence and harassment in continuing care, including elder abuse and domestic violence in the workplace. Tools include CCSA classroom training, free online webinars, videos, posters, sample templates, fact sheets, etc.

[Get the details here.](#)



OHS 101 For Leaders Episode 8: Work Site Inspections is now available!

Ever wonder what you as a manager or supervisor actually need to know about Work Site Inspections? Well, the CCSA is here to help!

This video is only six minutes long, and, just like the rest of the OHS 101 videos, it is **FREE** for anyone. Simply follow the link to Eventbrite and register for OHS 101 just like you would any other CCSA course. See you there!

[Register here.](#)



Workplace Safety
**Certificate of
Recognition**

2020 audit year

All members who hold COR certificates will be sent a letter providing information about where the organization is within the COR audit cycle and what is required for 2020.

COR audit cycle – what year is your organization in?

COR Certificates have a COR certification number. This number is the COR expiry date plus 4 unique numbers. For example, if your audit data gathering ended May 6, 2019, your COR certification number would be 20190506-XXXX.

[Click here](#) to find out what you need to do if your COR certification number begins with the year 2017, 2018 or 2019. This is important information, well worth the few minutes required to read it.

Action plans in lieu of maintenance audits

To be eligible for action plans, the employer must meet specific criteria. For example, they must have completed one full, three-year COR audit cycle and successfully completed a re-certification audit. They must also apply in writing to the Executive Director of CCSA prior to March 31 for permission and provide the Action Plan.

[Full details are available here.](#)

If you believe your organization is eligible for an action plan, email your request to COR@ab-ccsa.ca.

Use of external auditors

External auditors conducting the COR audits must be CCSA-approved and certified external COR auditors from outside the organization being audited. CCSA will **only** accept certification and/or recertification audits from auditors named on the CCSA-approved external auditor list.

External auditors cannot perform audits in two consecutive years for the same employer, nor can they complete the COR recertification in two consecutive CORs cycles.

[Full details are available here.](#)

If you have any questions or concerns regarding use of external auditors, please do not hesitate to contact CCSA at COR@ab-ccsa.ca.



The deadline to file your WCB-Alberta annual return is Feb. 29, 2020

Are you an employer with workers? If so, you're required to fill out an annual return reporting your workers' assessable earnings paid in the last year along with what earnings you expect to pay in the upcoming year. This is important information to ensure you're paying the correct premium amount.

Filing your return [online](#) is quick and easy. All you need is your PIN letter containing your account number and password which were mailed out starting at the end of December.

The deadline to file your annual return is February 29, 2020. If you are enrolled in the Partnerships in Injury Reduction (PIR) program, it is important you submit your return on time as late filing may prevent you from receiving your 2019 PIR refund.

Need help filling out your return? Check out the [online demo](#) located in the Insurance and premiums > Annual returns section of the WCB website at wcb.ab.ca.



Streamlined rules for workplace committees

On December 13, 2019, Alberta Labour and Immigration announced requirements and training were streamlined for workplace health and safety committees and worker representatives.

[Read the news release here.](#)

Quick facts:

- Employers with 20 or more workers are required to have a committee.
- Employers with five to 19 workers are required to have a worker health and safety representative.
- Work sites with multiple employers where work lasts 90 days or more are required to have a site-specific committee or representative, depending on the number of workers.
- Employers have until Jan. 31, 2020 to comply with the changes.
- New training requirements take effect immediately.
 - Part 1 (Pt 1) training is no longer mandatory.
- Where a collective agreement exists, those parties will not be subject to the new rules until the agreement expires.
- Government may designate additional committees or representatives where needed.

The following resources have been released to assist employers understand the changes:

- Health and safety committees and representatives
ohs-pubstore.labour.alberta.ca/li0600
- Mandatory health and safety committee and representative training
ohs-pubstore.labour.alberta.ca/li054



Preventing Violence and Harassment in Canadian Workplaces Research Report

The Public Service Health and Safety Association (PSHSA) is excited to announce that the national workplace violence and harassment research they conducted on behalf of the CSA Group is now available online. Below is the link to the research report in case you are interested in reviewing it – the education sector was one of the four focus areas. PSHSA extends a thank you to those who contributed.

[Read the research report here.](#)

Wellness Initiative at Newport Harbour Care Centre

This past holiday season, Newport Harbour Care Centre in Calgary prompted its team to think about what they can do for their OWN health via its “Take Care to Give Care” campaign. The initiative received over 90 entries for a Wellness Basket draw. The majority of goals included eating healthier (specifically more vegetables), drinking water and exercising.

[Check out the full story with pictures.](#)

ACCA Names Wayne Morishita as Executive Director and elects 2020 Board of Directors

The Alberta Continuing Care Association (ACCA) welcomes Wayne Morishita as its new Executive Director, following an extensive national search conducted by its Board of Directors. The ACCA also announced its 2020 Board of Directors:

- Jennifer McCue, Board Chair, *Bethany Care Society*
- Al Jina, *Park Place Seniors Living*
- Shawn Terlson, *Shepherd’s Care Foundation*
- Julius van Wyk, *The Good Samaritan Society*
- Daren Farnel, *Bayshore Home Care*
- Michael Harris, *Extendicare*
- Derrick Bernardo, *CovenantCare*
- Karim Kassam, *Optima Living Communities*
- Salimah Walji-Shivji, *AgeCare*

[Find more details here.](#)



Check out the latest courses offered by the CCSA, including:

SAFETY TRAINING

- [Auditor Training](#)
- [Hazard Assessment & Control](#)
- [HS Committee / Rep](#)
- [Incident Investigation](#)
- [Musculoskeletal Injury Prevention Combo \(SRH and MMH\)](#)
- [Musculoskeletal Injury Prevention – Manual Materials Handling \(MMH\)](#)
- [Musculoskeletal Injury Prevention – Safe Resident Handling \(SRH\)](#)
- [OHSMS: Basics for Auditors](#)
- [Root Cause Analysis In-service](#)
- [Work Site Inspections](#)
- [WHMIS](#)

SAFETY LEADERSHIP COURSES

- [Intro to Safety Leadership: Workshop 1](#)
- [Safety Leadership Basics: Workshop 2](#)
- [Driving Safety Accountability: Workshop 3](#)
- [Safety Leadership Actions: Workshop 4](#)

TRAIN-THE-TRAINER COURSES

- [Manual Materials Handling \(MMH\) Train-the-Trainer](#)
- [Musculoskeletal Injury Prevention Train-the-Trainer Combo \(SRH & MMH\)](#)
- [Safe Resident Handling \(SRH\) Train-the-Trainer](#)

WORKPLACE VIOLENCE & AGGRESSION COURSES

- [Harassment and Bullying in the Workplace In-service](#)
- [Managing Workplace Violence and Aggression](#)
- [Mental Health and Wellness In-service](#)



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