



## ***How to Obtain a Certificate of Recognition (COR)***

### ***Frequently Asked Questions***

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#### ***Is it required to have COR?***

- No, this is a [voluntary incentive program](#) that promotes health and safety in the workplace.

#### ***How often do I need to complete an audit?***

- Audits must be completed [annually](#) once the employer is certified.

#### ***Who completes my audits?***

- In the Certification of Recertification, the employer is required to hire an [external auditor](#). For the Maintenance years, the employer can certify employees as [internal auditors](#) or choose to hire an [external auditor](#).

#### ***What is the cost to the employer for participating in the COR program?***

- Annual costs for members to participate would include:
  - Should the employer choose to train an employee to be a [certified internal auditor](#), the cost for training.
  - Cost of paid hours for internal auditors to ensure the health and safety (H&S) program is in place and to audit the system in maintenance years
  - Cost of external auditor for the certification and re-certification years (every 3 years). If the organization does not have a certified internal auditor, a certified external auditor would need to be hired for the maintenance years as well.

#### ***How do I know if I am a member of the CCSA?***

- If your employer WCB industry code is 82800 or 82808 you are automatically a member of the CCSA.

#### ***Is the COR program that box of binders that sits under my desk that I don't have time to look at?***

- The COR program is more than just documents that are reviewed once a year. As per Part 5 of the Alberta Occupational Health and Safety Legislation any employer who employs 20 or more workers must establish a H&S program. Employers who have less than 20 workers must also abide by the Alberta Occupational Health and Safety legislation. The standards put forth by the COR Program meet or exceed the provincial legislation. Therefore, this program is something that should be followed and reviewed frequently.



***What does CCSA as a CP help do to obtain COR?***

- CCSA can support employers by [educating](#) and [providing resources](#). CCSA Staff Auditors can also complete a [Baseline Audit](#) to help identify gaps prior to employers certifying.

***What is the overall benefit for me the employer?***

- Employers who participate in the COR program are more likely to see a reduction in [WCB premiums](#) in addition to receiving the annual WCB rebate.
- On average, employers will see improved productivity, less sick time, higher staff morale and of course most importantly; a safer work environment.
- Involvement in the COR program enables workers to know and participate in health and safety thus fulfilling two of the worker's rights.