

Small Employer Certificate of Recognition (SECOR®) Agreement

Check each box to agree the statements are true

- Our company employs 9 or less Saskatchewan employees which includes owners, full time, part time, casual, and sub-contractors (both in the field and in the office).
- Our company has a permanent operating office(s) in Saskatchewan. We may certify divisions, branches or sections of a WCB account number; however, we understand each Saskatchewan WCB account must qualify for its own SECOR. If applicable, our company will notify the SCSA in advance as to which divisions, branches or sections we intend to certify.
- Our company has an active account with the Saskatchewan Workers' Compensation Board (WCB) and is considered to be in good standing with WCB.
- Saskatchewan WCB is aware of all scopes of work our company performs and has assigned the appropriate industry rate code(s).
- Our company provides all employees and sub-contractors with access (at all times) to current Saskatchewan Occupational Health and Safety Acts and Regulations, as well as any job specific regulations pertaining to our business.
- Employee training selected by our company meets the minimum safety standards in accordance with Saskatchewan Occupational Health and Safety Acts and Regulations.
- To remain registered in the SECOR program, we must complete Milestone #1 requirements within the first 12 months of registration, followed by achieving certification status by 18 months. Failure to meet the milestones by the dates indicated will result in our company being de-rolled from the program. There will be a 6 month waiting period before our company will be able to re-apply to the SECOR Program.
- Upon successful completion of Milestone #1 requirements and prior to the expiration date, our company must contact the SCSA Program Administration to request their next milestone letter.
- We shall employ a minimum of one full time or part time permanent Saskatchewan employee to attend and maintain the SCSA SECOR courses and proficiencies. The SCSA refers to this status as the "SCSA SECOR Trained Employee". A person can only be the "SCSA SECOR Trained Employee" for one Saskatchewan WCB account number. Positions that are excluded from the definition of "SCSA SECOR Trained Employee" include consultants, sub-contractors and casual employees. We agree it is best practice to have multiple employees complete the training as a "SCSA SECOR Trained Employee" in the event of employee turnover. All permanent full time employees must complete Safety Construction Orientation Training (SCOT™).
- Both the company senior management and the "SCSA SECOR Trained Employee" are to be aware of the SCSA SECOR program requirements and are responsible for ensuring the company program meets these requirements on an ongoing basis.
- The SCSA provides members with "Registration to Certification" assistance through the Advisory Services department. We understand it is in our best interest to speak and meet with a SCSA Advisor throughout the process. A third party consultant is not the proper source to provide information about the SCSA SECOR program requirements, always contact the SCSA directly.

NAME (Please Print)
Owner or Senior Management

TITLE
Owner or Senior

SIGNATURE

DATE