Small Employer Certificate of Recognition (SECOR®)
How to Become SECOR Certified

1. **Register into the SECOR program** - designed for 9 or less Saskatchewan employees, which includes owners, full time, part time, casual, and sub-contractors (both in the field and in the office).

   Note: If a company exceeds the employee limit of 9, the company is required to register for the SCSA Certificate of Recognition (COR®) program designed for 10 or more Saskatchewan employees.

2. **Complete the required SCSA SECOR program training:**
   Training courses and proficiencies shall be completed and maintained by at least one full time permanent Saskatchewan employee, or a combination of full time Saskatchewan employees. Best practice is to have multiple employees complete the training in the event of employee turnover. A person can only be the "trained employee" for one WCB account number. The organization must know who their SECOR trained employee is. Positions that are excluded from the definition of "full time permanent Saskatchewan employee" include consultants, sub-contractors, part time, and casual employees.

Safety Management
(Previous completion of SCSA Small Employer Safety Management will be accepted)
   A one-day classroom course which addresses basic health and safety principles. The course will provide a small business with the knowledge to develop and maintain a simple, cost effective safety management system. Must be taken prior to Safety Auditor Training (No recertification in Safety Management required).

Safety Auditor Training
(Pre-requisite of Safety Management or Small Employer Safety Management)
   Must submit a self-audit and obtain SCSA Internal Auditor Certification within 8 months of training. Failure to submit this proficiency within the designated time frame will result in the student repeating the two-day Safety Auditor Training course. SECOR audits will only be accepted from an individual with valid SCSA Internal Auditor status.

   *Please Note: To maintain your auditor status you are required to submit one (1) personal maintenance audit and take classroom training every three (3) years. This personal maintenance audit must be submitted during the three (3) year validity of your **SCSA Safety Auditor Training**. The audit must be conducted using the SCSA national standard audit document. Best practice is to submit the required audit to the SCSA as soon as possible, but no later than four months prior to your **SCSA Safety Auditor Training expiry date** to allow time for the audit review and possible corrections.*

Failure to submit/pass the required personal maintenance audit <u>and</u> re-certify before expiry will result in the student repeating the two-day Safety Auditor Training course to become valid once again.

The Self-Audit submission is not considered a personal maintenance audit as it was a homework piece used to achieve the Internal Auditor Certification. The personal maintenance audits are to maintain the Internal Auditor Certification thereafter.

Leadership for Safety Excellence (LSE) with proficiency

One time certification providing the proficiency is submitted and accepted within 8 months of training. Failure to submit and successfully pass the proficiency within the designated time frame will result in the student repeating the two-day LSE training course.

Safety Construction Orientation Training (SCOT™)

All permanent full-time employees must complete this interactive, online training course composed of 13 modules, each focused on a different fundamental aspect of worksite safety. The program provides the basics in construction safety and requires 100% mastery.

A SCOT Equivalent course may be considered for the SECOR Program:
-The SCSA may accept a valid Common Safety Orientation or Petroleum Safety Training course certificate issued from Energy Safety Canada (formerly Enform).

Please Note: Site specific training requirements may stipulate SCOT is required.

To protect the integrity of the SECOR program, certificates will be deemed invalid or expired if these training standards are not maintained.

Please use the below chart to track who currently has the required training for your company, along with their certificate numbers and certification dates. *The SCSA strongly recommends having the training covered by multiple full-time Saskatchewan employees.*

SECOR Required Course	SECOR Trained Employee	Certificate #/Date Completed
Safety Management	#1	
	#2	
Safety Auditor Training	#1	
	#2	
Internal Safety Auditor Certificate	#1	
	#2	
Leadership for Safety Excellence (LSE)	#1	
	#2	
LSE Proficiency	#1	
	#2	
Safety Construction Orientation Training (SCOT online training)	#1	
	#2	
	#3	
	#4	
	#5	
	#6	
	#7	
	#8	
	#9	

3. **Create a Health & Safety Manual -** The company manual requires the same 13 sections and 3 Supplemental sections as per the SCSA SECOR Audit Tool. Samples of the safety elements required are provided to help an owner get started. Participants can customize existing forms and layouts from the course material to complete their company health & safety manual to suit their individual work places. At no additional cost, the SCSA Safety Advisors are available to assist you in the development and or/review of your company health & safety management system.

4. **Submit Health & Safety Manual -** Submit a copy of your company health and safety manual to the SCSA Program Services Department. The SECOR manual review will be conducted by a SCSA Program Auditor. Please allow 4-6 weeks review time and time for possible corrections, re-submission and subsequent review(s). The submission and return of the manual will be at the company's expense. Upon a successful SECOR manual review, the company shall contact Program Administration prior to their Milestone #1 expiry date to request their next milestone letter.

5. **Implement a Health & Safety Management System -** For an implementation process to be successful, many tasks need to be accomplished in sequence. Accurate planning in the beginning stages is of vital importance. The SCSA SECOR program requires a company to have a health and safety management system functioning for a minimum of 6 months before proceeding to the audit step.

6. **Submit Site Assessment Form & SECOR Audit Compliance Declaration Form –** Upon a successful manual review by the SCSA the two above mentioned forms will be provided to the company. After implementing the company health and safety management system and compiling a minimum of 6 months Saskatchewan documentation, which is both recent and thorough, the company may submit the 2 audit forms to Program Administration as their request to have an External SECOR Baseline Audit scheduled. Audits are normally scheduled 2-3 months in advance.

7. **External SECOR Audit –** This audit will be conducted by a SCSA Program Auditor. It will take place at the company office location. It is a documentation audit only. Please refer to the **"Baseline and Re-Certification Audit Submission Checklist"**. SECOR Audit fees will apply. The company will receive an invoice following the audit.

8. **Standards Not Achieved –** In the event that standards are not met, a full Re-Audit or in some cases a Limited Scope Audit is required.

9. **Standards Achieved –** Should the Baseline Audit meet the required standards a Small Employer Certificate of Recognition will be issued and is valid for 3 years, pending your continuance and good standing in the SECOR Program.

10. **Maintenance of SECOR –** Companies will be notified approx. 90 days in advance of their anniversary date. To maintain certification the organization/company must meet and maintain the new SECOR requirements in effect as of September 1, 2018, complete and submit the Small Employer Certificate of Recognition Audit Tool along with 2 Safe Work Practices and 2 Safe Job Procedures to the SCSA **annually** prior to the audit due date.

11. **Recertification –** Every 3 years, the SCSA will reissue a company's SECOR upon maintenance of the required training, and a successful External SECOR Re-Certification Audit (ie. repeating step 7 successfully). SECOR Audit fees will apply. The company will receive an invoice following the audit.

Suggested Milestone Completion Timeline for Newly Registered Companies

Noted below are suggested dates to have each milestone requirement completed to ensure certification is achieved within 18 months. *Please note that although these dates are a suggestion only, the SCSA strongly recommends companies consider review time and possible corrections when submitting their proficiencies and Safety Manual for review.*

Requirement	Suggested Timeframe
SECOR courses completed	Within months 1-6
Self-Audit and LSE Proficiency submitted and accepted	Within months 6-8 **to accommodate review time and possible corrections
Submission of Health and Safety Manual	Within months 9-10 **to accommodate review time and possible corrections
Contact the SCSA for Milestone #2 Letter	After Milestone #1 letter requirements have been met, prior to letter expiration date
Contact SCSA to book External Audit	Within months 12-13
External Audit Conducted	Within months 14-16

Failure to meet the SECOR Milestone Deadlines as indicated in your company's SECOR Registration Letter will result in your company being de-rolled from the program. There will be a 6 month waiting period before your company is eligible to re-apply to the SECOR program.

Please note: A Small Employer in the role of General Contractor (or Management Company) with an expectation to engage or employ more than 9 workers (including sub-contractors) no longer qualifies for the Small Employer Certificate of Recognition (SECOR). In the event that the employer no longer qualifies for the SECOR they must advise the SCSA and start the process for the standard Certificate of Recognition (COR).