



What is the Small Employer Certificate of Recognition program?

The Small Employer Certificate of Recognition (SECOR) program provides an option for employers with a small number of workers to develop a health and safety management system and achieve a Certificate of Recognition (COR). The program is specifically designed to meet the application and training needs of smaller employers.

A SECOR is issued to an employer whose health and safety management system meets the Partnerships standard. An effective system can support due diligence by the employer and result in reducing the social and financial costs of workplace injury and illness.

Am I eligible for a SECOR?

In the Partnerships program, a small employer has ten or fewer employees at any given time. Employees include the owner(s) and any person covered by the employer's WCB account.

Material suppliers, inspectors, equipment rental deliverers, etc. who supply services to the small employer are not included in the ten or less figure. However, these workers may be subject to some of the small employer's basic workplace health and safety rules that apply to the site (e.g. personal protective equipment requirements).

What happens if my staff increases beyond 10 workers?

When the number of employees exceeds ten, the employer is no longer qualified to hold a SECOR. The employer must move to the regular COR program in the following year when the next maintenance or certification audit is scheduled.

Do I qualify for the Partners in Injury Reduction (PIR) incentive from the Workers' Compensation Board (WCB)?

Employers who achieve a SECOR and are registered in PIR (administered by the WCB) are eligible for an automatic 5% industry rate discount on their annual WCB premiums, which could increase to a maximum of 20% based on claims cost performance as long as a valid COR is maintained.

What steps do I need to take to apply for my SECOR?

1. Contact a Certifying Partner and confirm that it provides services for the SECOR program.
2. Take the training necessary to develop and audit a health and safety management system.
3. Develop and implement a health and safety management system.
4. Complete a self-assessment audit and submit it to a Certifying Partner for quality review.

How do I maintain my SECOR?

You need to conduct an annual self-assessment of your health and safety management system, complete a self-assessment audit and submit it to a Certifying Partner for quality review. In addition, the individual who received the initial health and safety management system training is required to take a minimum one-day refresher course every three years.

What is a Certifying Partner?

A Certifying Partner is an organization that has committed to working in partnership with AEI towards improving health and safety for Alberta workers. Certifying Partners provide training, review audits and issue CORs to employers whose audits meet quality assurance standards.

For a list of Certifying Partners, contact the **Workplace Health and Safety Contact Center** at **(780) 415-8690** or visit our website at: **industry.alberta.ca/whs-partnerships**

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