



Why do I need a Certifying Partner?

Employers interested in earning a Certificate of Recognition (COR) for their health and safety management system and participating in the Workers’ Compensation Board (WCB) financial incentive must choose a Certifying Partner. There are fifteen Certifying Partners authorized to deliver the Partnerships program to Alberta employers. Each Certifying Partner enters into a formal agreement with Alberta Employment, Immigration and Industry, Workplace Partnerships (AEII) to provide basic services to employers interested in earning a COR.

There may be circumstances where a COR holder wishes to change their Certifying Partner. While AEII strongly encourages employers to remain with their Certifying Partner, there are specific steps that the COR holder must take if a change is necessary.

What services can I expect from a Certifying Partner?

While the services offered vary among Certifying Partners, there are basic services they must provide to employers, including:

- **Program Development** – Training in development and implementation of a health and safety management system in either the regular, medium (MECOR) or small (SECOR) employer COR programs.
- **Auditor Training** – Instruction on how to audit a health and safety management system. This program may be part of the Program Development course in the small employer COR program.
- **Auditing** – Coordinate, track, schedule and/or arrange audits for the auditor qualification, certification, maintenance and re-certification in the COR programs.
- **Quality Assurance Review** – Perform quality assurance reviews on submitted certification and maintenance audits and provide feedback to auditors.

What Certifying Partners work in which industry?

Of the fourteen Certifying Partners, seven are safety associations funded through a levy added to employers’ WCB premiums in select industries. The other seven operate on a strictly fee-for-service funding model. The following table identifies industry sectors associated with a specific certifying partner.

CLIENT / INDUSTRY SECTOR	CERTIFYING PARTNER
All industries	Alberta Association for Safety Partnerships
All construction industries	Alberta Construction Safety Association
Bakeries, meat packers & processors, breweries, miscellaneous processors, retail and food service	Alberta Food Producers Association
Member forest product manufacturers and their contractors, logging, trucking of logs and timber management	Alberta Forest Products Association
Hotels, motels and convention centers	Alberta Hotel Safety Association
Private and public long-term care facilities	Continuing Care Safety Association
All general trucking, specialized trucking and garbage hauling	Alberta Motor Transport Association
Cities, towns, villages, counties and municipal districts	Alberta Municipal Health and Safety Association
Provincial government services including regulatory agencies	Alberta Personnel Administration Office
All industries	Alberta Safety Council
All forms of manufacturing, machine, hydraulic and metal fabricating shops	Manufacturers’ Health and Safety Association
All forms of petroleum industries	Enform
Dry cleaning, commercial washing, garment textile industry, linen manufacturing and rental	Textile Rental Industry Association
Wood truss fabrication and home improvement centers	Western Wood Truss Association of Alberta

How do I select a Certifying Partner?

First, you should consider if you are already paying a levy to a funded association. You may already be paying for some of the services of that association. Check your WCB statement (or call the WCB Employer Services Department) to see if you are paying a levy. If you are, then you may wish to simply contact that association.

If you are not paying a levy to a funded safety association, there are a few factors to consider when deciding which Certifying Partner to use:

- Which Certifying Partner is most closely aligned with your business and/or customers?
- Where are you located geographically in relation to the Certifying Partner's training facility?
- How many staff will you be training?
- How many mandatory courses are required?
- What is the frequency and location of the courses held each year?
- In addition to your time, what is the cost to achieving a COR? Costs can include:
 - membership
 - mandatory and optional courses
 - auditor fees
 - quality assurance review on the submitted audit
- Do you want or need access to other safety services? These could include:
 - video or publications library
 - site-specific consulting services
 - additional safety-related courses (e.g., first aid, WHMIS, accident investigation, supervisory training, setting up safety committees or work related injury management)

When these factors have been taken into consideration you should be in a position to formulate a list of questions to ask a perspective Certifying Partner. When the information has been collected, you should be able to make an informed decision to meet your specific needs.

What fees do Certifying Partners charge?

Each Certifying Partner establishes their own fee structure. AEII does not set rates or fees for the services provided by a Certifying Partner. A requirement of a Certifying Partner in the Partnerships program is to be a registered not-for-profit agency.

I already have a COR – can I change my Certifying Partner?

As a COR holder you can change your Certifying Partner at anytime. Steps to complete the change include:

1. Contact another Certifying Partner and ensure you will be accepted.
2. Determine if the new Certifying Partner will:
 - accept your last audit or if a re-audit is required.
 - recognize the safety training you have taken from your previous Certifying Partner.
 - identify any new safety training that may be required.
3. Notify your existing Certifying Partner and new Certifying Partner (in writing) of your intent to change and provide copies of the letter to AEII and WCB.

Your COR will be amended to reflect the new Certifying Partner. The expiry date will remain unchanged unless a new external audit has been completed.

To obtain the most current information, contact the Workplace Health and Safety Contact Centre (780) 415-8690 (toll free 1-866-415-8690) or visit our website at industry.alberta.ca/whs-partnerships