



2018 COR PROGRAM REPORT TO WORKSAFEBBC

March 29, 2019

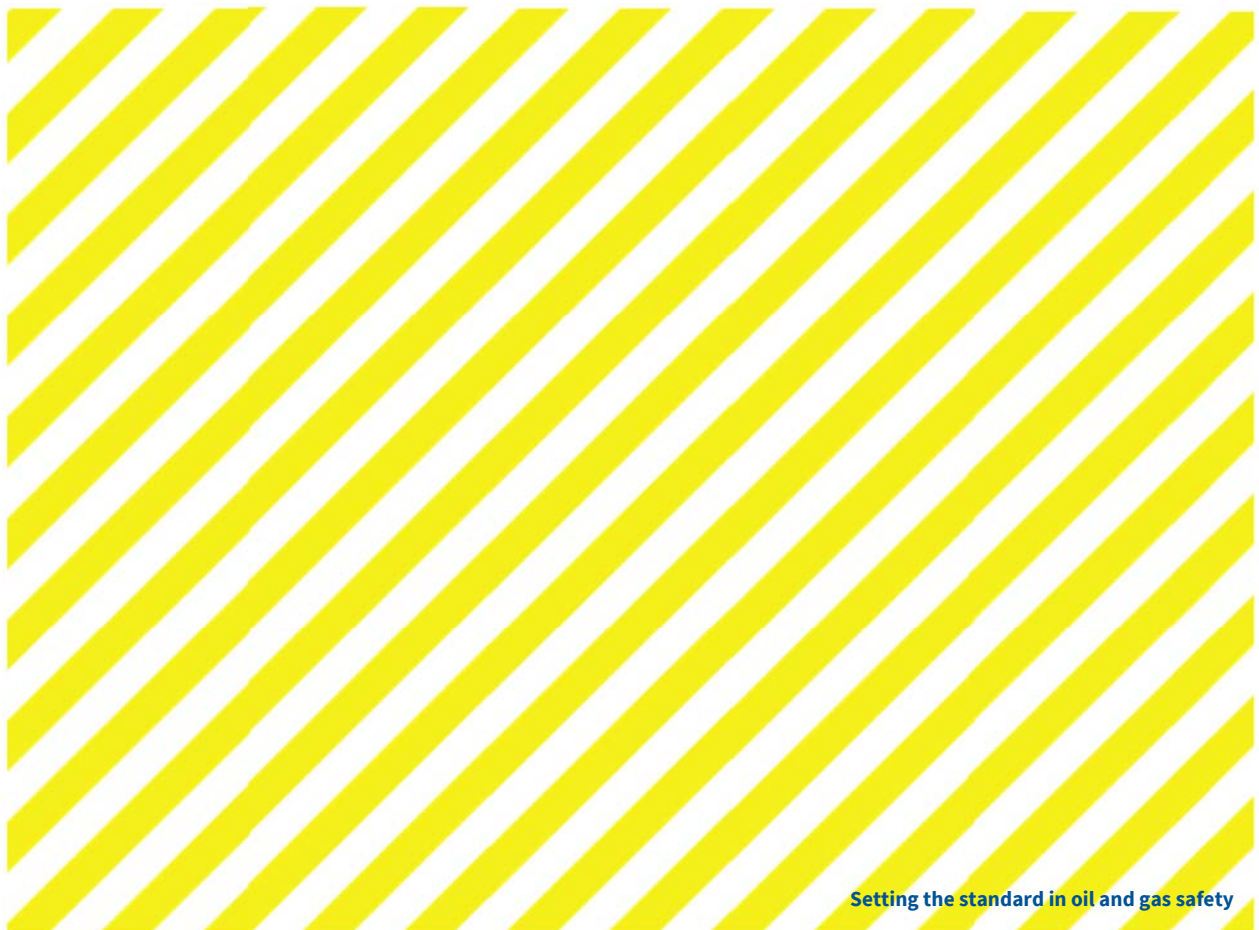




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1.0 EXECUTIVE SUMMARY

The Energy Safety Canada Safety Audits and Certifications (SA&C) department is pleased to present the following report highlighting the Certificate of Recognition (COR) service delivery achievements in British Columbia (BC) in 2018.

This report covers Energy Safety Canada's first full year as a new organization (a merger of Enform Canada and Oil Sands Safety Association). Energy Safety Canada's 2018 COR program highlights include:

- 31 BC-based external auditors
- 345 companies with an active BC COR status
- 219 companies with an active BC SECOR status
- 20 companies with Return to Work (RTW) certification
- \$2,886,191 issued in WCB rebates for 2017 through WorkSafeBC's "Partners in Injury and Disability Prevention" program

In 2018, resources were dedicated to three primary areas:

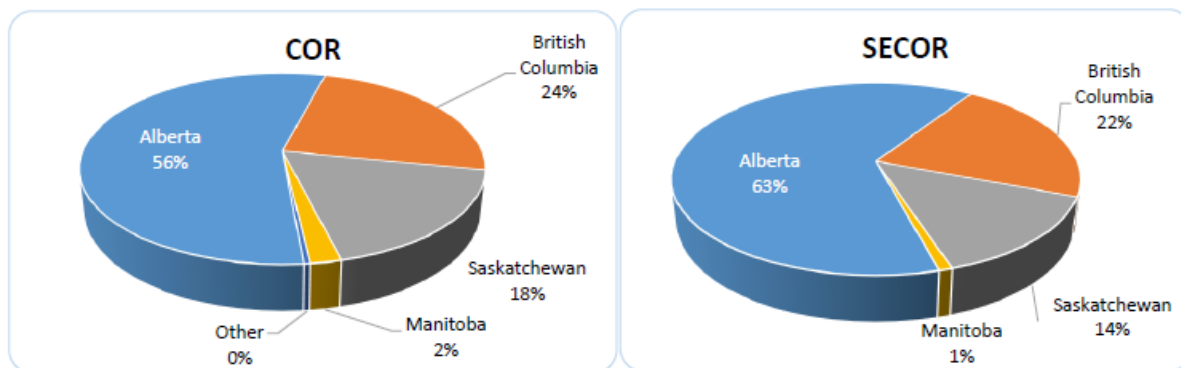
- Workshop Program
- Legislated changes to COR protocol
- Implementation of a SECOR workbook to assist employers with audit submissions that meet the protocol standards.

2.0 2018 KEY OPERATIONAL ACCOMPLISHMENTS

2.1 CERTIFICATE OF RECOGNITION PROGRAM

Participation in the Certificate of Recognition (COR) program remained steady in 2018. The following data show how these numbers compare to other provinces:

Province	COR	SECOR	Total
Alberta	793	642	1,435
British Columbia	345	219	564
Saskatchewan	256	143	399
Manitoba	30	9	39
Other	6		6
Grand Total	1,430	1,013	2,443



2.2 WORKSHOP PROGRAM

Energy Safety Canada developed and delivered the following free workshops to auditors and employers in Fort St. John in 2018:

- COR Audit Protocol - May 23, 2018; May 29, 2018 and October 19, 2018
- Action Plan Submissions - March 1, 2018
- Formal Hazard Assessment - October 15, 2018

2.3 YEAR 2 COR AUDIT PROTOCOL REVISIONS PROJECT

The following tasks were undertaken for this project:

- Implemented Year 2 of the COR Audit Protocol revisions.
- Delivered of 2019 COR Protocol Update Workshops to stakeholders.
- Communicated with stakeholders regarding the changes.
 - Posted summary of changes and comparison document to EnergySafetyCanada.com
- Contracted a third party to update the quality assurance (QA) form.
- Updated auditor information gathering tools.
- Submitted the revised protocol, QA form and information gathering tools to governing bodies for approval.



- Worked with eCompliance to make the changes to the auditing software.
- Tested the eCompliance audit tool (internal).
- Released an updated version of the eCompliance audit tool to Auditors on January 2, 2019.

2.4 JOINT WORKPLACE HEALTH & SAFETY COMMITTEE CHANGES

Energy Safety Canada established a working group to review and determine the impacts of the Joint Workplace Health & Safety Committee changes to various touch points of the organization. One area included impacts to stakeholders. Information sessions were held with stakeholders to provide updates, and a [Joint Work Site Health & Safety Committee: Program Development Guideline](#) was developed.

2.5 FINALIZED THE SECOR WORKBOOK

Surveys of small employers showed they could benefit from resources to assist with the development of their HSE Management Systems and preparing for a small employer audit submission. Energy Safety Canada developed a workbook with instructions for building a system that supports a well-organized SECOR audit submission (see image at right). This also assists in maintaining an efficient audit review time for Energy Safety Canada upon submission. A link to the SECOR workbook was provided to small employers in reminder communications.

Energy Safety Canada • SECOR Binder	3
Element A – Management Involvement and Commitment	
Question A1.	
Is there a written health and safety policy that includes;	
<input type="checkbox"/> Key safety responsibilities for each level (i.e. manager, supervisor, workers, contractors and visitors).	
<input type="checkbox"/> A reference to the company's goals, aims, responsibilities and commitment to health and safety.	
<input type="checkbox"/> Requirement to comply with applicable government regulations and the companies health and safety standards.	
<input type="checkbox"/> Signature of the current owner, including date.	
Assessor Instructions	
Answer the audit question in the Notes and Attach a copy of the health and safety policy that shows that the requirements of the question are included.	
The signature must be of the current owner.	
Sampling Requirement	
Directive Document: Provide Health and Safety Policy	
Operational Record: n/a	
Assessor Notes:	
Total Points Possible: 0 - 7	

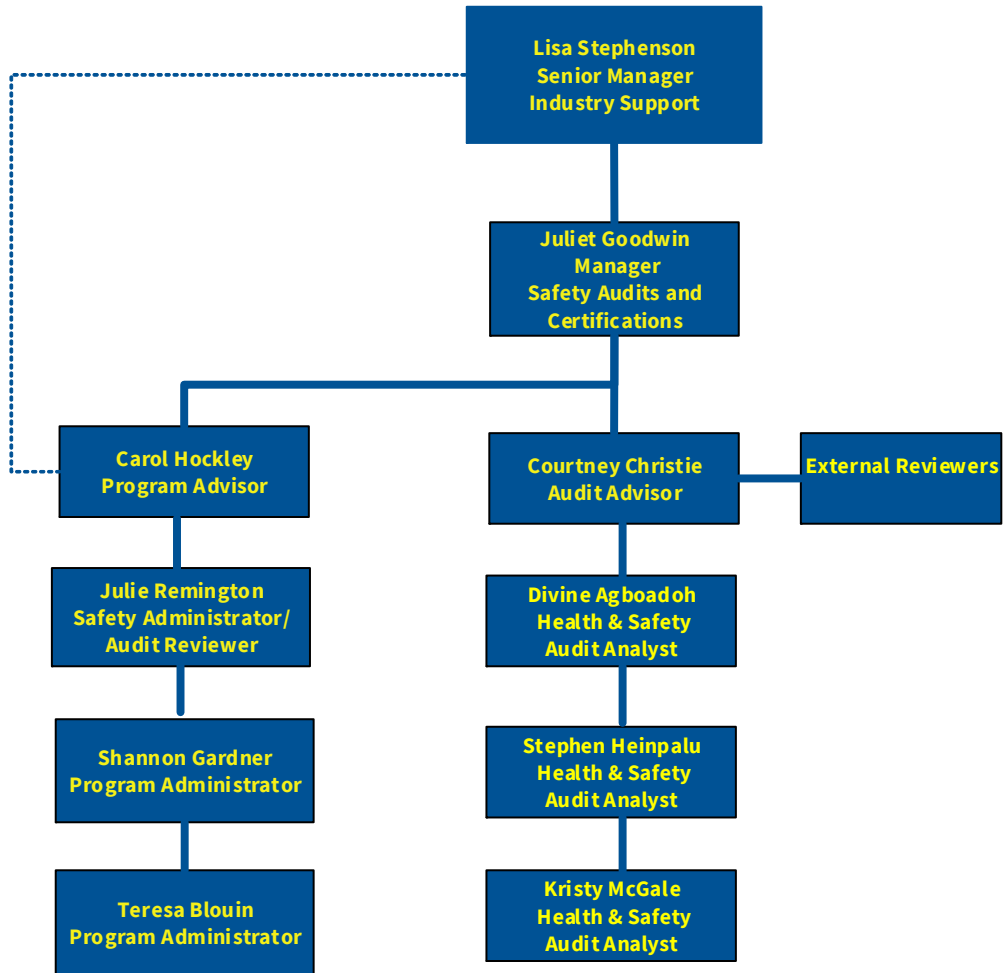


3.0 BC COMMITTEES

Energy Safety Canada receives direction and guidance on the COR program from the following committees:

- **Energy Safety Canada BC Advisory Committee**
Initially formed in 2013, the Energy Safety Canada BC Advisory Committee delivers BC-based industry recommendations on performance improvement and enhancing safety culture. The committee is comprised of local and regional representatives of the six major oil and gas associations, local employer representatives and Energy Safety Canada staff. Committee members work in collaboration to provide forward-thinking strategies to meet the goals, expectations and challenges facing workers in the upstream oil and gas industry in BC. The committee met four times in 2018.
- **COR Standing Committee**
The committee consists of industry, employer and government representatives. It was established to guide Energy Safety Canada on important COR initiatives, including audit protocol redevelopment. This committee meets annually during the last quarter of the year, however the committee members requested that going forward meetings occur quarterly.

4.0 SAFETY AUDITS AND CERTIFICATIONS DEPARTMENT STRUCTURE (CURRENT STATE)





5.0 PRIORITIES FOR 2019

The following are the actions and programs planned for the coming year:

- Conduct eight Auditor/Employer workshops.
- Participate in the WorkSafeBC audit tool and administration changes as necessary.
- Implement the 2019 WorkSafeBC Communications Plan.
- Evaluate the integration of WorkSafeBC auditor standards with existing Alberta-approved standards.
- Arrange for the completion of assigned WorkSafeBC-initiated verification audits.
- Pilot a New Auditor Support Program.



6.0 2018 FINANCIAL STATEMENT (UNAUDITED)

COR Revenue & Expenses	2018	
	Budget (12 months)	Actual (12 months)
Revenue:		
WorkSafeBC COR Funding	460,590	460,590
Interest Revenue		
Other Revenue (list individually)		
Total Revenue	460,590	460,590
Compensation Expenses:		
Salaries	245,000	229,276
Benefits	48,000	41,535
Consultants & Contractors	40,000	6,892
Other Expenses:		
Accounting & Legal Fees	1,000	1,000
Advertising & Sponsorships	0	0
Board Expenses	0	0
Building Maintenance & Repairs	3,763	3,763
Telecommunications & Freight	192	82
Conference Registration and Meeting Expenses	1,208	132
Furniture & Equipment	300	0
Office Supplies	504	454
Property Taxes & General Insurance	0	0
Publications & Materials	8,504	1,223
Rent - Office	18,259	18,259
Technology	78,000	79,037
Training - Staff	0	0
Travel	15,860	8,504
Miscellaneous	0	0
Total Expenses	460,590	390,157