



OUT OF PROVINCE CERTIFICATE OF RECOGNITION

Effective Date: 2019 - 02 - 01

Owned by: Juliet Goodwin
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Approval: *Juliet Goodwin*

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Valid Until: 2022 - 02 - 01

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SUMMARY OF CHANGES

This Summary shows:

- All changes from last approved and published document
- The location within the document where the changes have been made

Version	Date	Author(s)	Revision Notes
1.0	February 1, 2019	Melissa Mass	This is the first revision of the Out of Province COR. This revision brings the Procedure template into alignment with the templates used by the Governing Documents Framework.

 Requirements changed in the new revision will be identified with a revision triangle beside it.

SUMMARY OF REVIEWERS

The following people were involved in the review of this Procedure.

Name	Position
Juliet Goodwin	Manager, Safety Audits and Certifications
Justin Degagne	Program Manager, Training
SA&C Team	Subject Matter Experts (SME)

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1.0 ABOUT THIS PROCEDURE

1.1 Purpose and Direction

This procedure describes a process in which a Certificate of Recognition (COR) will be issued to employers who have met all applicable health and safety standards using worksites in jurisdictions other than the one they are attempting to achieve a COR for.¹

1.2 Scope

A COR may be issued based on an audit of the employer's out of province operations, provided the employer has met all applicable Energy Safety Canada requirements, including the expectations of the province in which they are seeking a COR.

Employers that do not maintain a continuous presence within their own province and continuously operate mobile equipment or temporary worksites in another province may also qualify for a COR. For this procedure, a temporary worksite may include such activities as:

- Oil field drilling
- Oil field servicing with mobile equipment
- Other operations which are temporary and/or utilize mobile equipment

Out-of-province employers are restricted to a one-year COR.

1.3 Target Audience

The target audience for this document is all Energy Safety Canada personnel in any work location. This includes Employers and Auditors.

2.0 PROCEDURE

2.1 To be eligible for a COR, an employer seeking to use this option must:

- Apply by completing: SAC-CFT-049 Application to Extend Audit Scope Out-of-Province² and be approved by Energy Safety Canada (worksites sampling requirements are based on out of province operations)
- Successfully complete all applicable health and safety training requirements
- Use an Energy Safety Canada certified external auditor and the approved COR audit protocol
- Comply with all applicable Energy Safety Canada auditing requirements

2.2 The out-of-province application must include a report of the employer's health and safety performance in their own province. The report must meet the following criteria:

- The report must cover the twelve months prior to the audit start date
- The report must include all operations in the jurisdictions included in the audit
- The report must include the following information:

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- the details of any fatalities, serious injuries or serious incidents that occurred, including jurisdiction, date, location, a brief description of the incident/injury, and whether the worker was hospitalized for any duration of time, and
 - the details of any violations of local occupational health and safety legislation, including the date, location, jurisdiction, brief description, orders written (if applicable), penalties imposed, and details of charges or convictions.
- 2.3** Failure to submit the employer's health and safety performance report will result in cancellation of an employer's COR.
- 2.4** The out-of-province application must be signed by the president, a director, or a senior officer of the employer.
- 2.5** Energy Safety Canada must forward a copy of the out-of-province application to the applicable governing province(s).
- 2.6** Out of province employers may be subject to an Employer Review by the governing bodies should fatalities, serious injuries or incidents, and/or violations leading to charges or convictions under the local occupational health and safety legislation occur on work sites associated with the out-of-province COR.
- 2.7** If this occurs, the employer must contact Energy Safety Canada as soon as possible with details outlined in the above section 2.2, bullet 3, Energy Safety Canada will then forward this information to the applicable governing body.
- 2.8** If an out of province employer establishes a permanent office location in the province during the COR certification period, they are no longer considered an out of province employer. Their new location(s) must be included in the scope of the employer's next scheduled audit.
- 2.9** Should the operations established in that province differ significantly from the scope of the original certification audit, recertification may be required.
- 2.10** An employer who does not maintain a continuous presence in that province, but who operates temporary worksites or mobile equipment may be issued an out of province COR, under the following conditions:
- The employer must establish an WCB account for the province that they hold an out of the province COR
 - The employer's health and safety management system for temporary out of province workers must extend to cover those workers when they return to their own provinces
 - The audit scope must encompass the temporary out of province workers both inside and outside the temporary worksites (if no clear division exists within the

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- company for the group of temporary out of province workers, then all of the employer’s operations must be included in the audit)
- The audit must take place in the home province of the other province
 - The audit must meet all Energy Safety Canada’s standards

3.0 ROLES AND RESPONSIBILITIES

<p>Certified Auditor</p>	<ul style="list-style-type: none"> • Registers the audit prior to the audit start date • Work with the employer to complete SAC-CFT-049 Application to Extend Audit Scope Out-of-Province to include the proposed worksites with details of the worksite to be sampled and the interview sampling breakdown
<p>Employer</p>	<ul style="list-style-type: none"> • Selects a Certified External Auditor from the ESC approved list • Completes and submits an out of province application which must include the employer’s Health and Safety Performance Report
<p>Energy Safety Canada</p>	<ul style="list-style-type: none"> • Discuss with the auditor the requirements of this procedure to verify the criteria have been met • Review additional information required for the out of province audit • Perform the quality assurance review of the completed audit • Forward applicable information to the governing provincial bodies

4.0 REFERENCE DOCUMENTS

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- ¹ SAC-MNL-001 Department Manual
Alberta Government Reference: [3.13 Out-of-Province CORs](#)
- ² SAC-CFT-049 Application to Extend Audit Scope Out-of-Province

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