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## Small Employer Binder Audit Submissions - COVID 19

**Date:** March 19, 2020  
**Issue:** 2020-012

Energy Safety Canada has established a team to monitor and assess COVID-19 and the evolving situation. The team is meeting daily to ensure prevention measures and plans are in place.

Earlier this week, we began working from home and we are assessing our SECOR services to adapt to this new way of working while supporting our stakeholders.

### Small Employer Audit Submissions

As we continue to implement measures to protect against COVID-19, one area where we can mutually benefit from working together on is the Small Employer audits we receive by mail or courier. We are asking Small Employers to submit their audits through the Online SECOR System.

To start the SECOR Online Submission process:

1. Login to [My Account](#)
2. Select Auditor Portal and then click on the New SECOR Audit Request.

We also have a How To guide at the bottom of the [SECOR Program](#) webpage (How to Organize Your SECOR Assessor Folder).

### Small Employer Refresher Courses

A refresher course is required by small employers three years after taking the initial Safety Program Development course. At this time, we do have courses running at our facilities. The following courses are available to take as SECOR Refresher courses:

- Hazard Management
- Incident and Accident Investigation
- Supervisor Leadership for Health & Safety in the Workplace, or
- Oilfield Driver Awareness

In addition to our classroom courses, we are also introducing two online courses that are eligible during the COVID 19 to take for Small Employer Refresher Training:

- [Understanding Our Canadian Model](#)
- [Health and Safety Committees and Representatives](#)

The situation is changing rapidly and there may be further considerations communicated in regards to the refresher training requirements and other options in the SECOR audit requirements.

Thank you for your patience and assistance as we work through this evolving and complex situation. We will continue to provide you with updates as changes occur.

Regards,

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