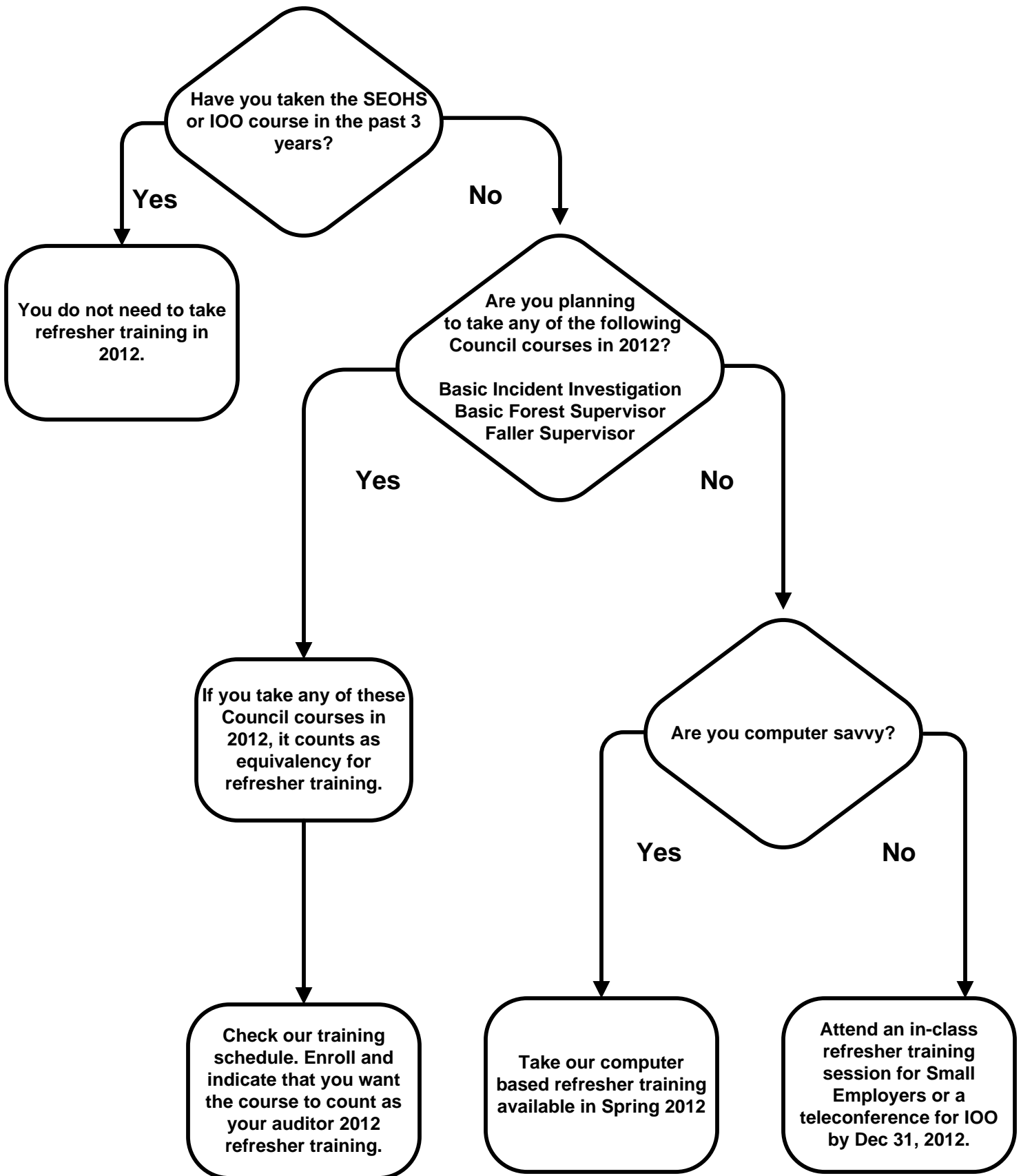


COR Refresher Training



SAFE Companies Refresher Training Requirements Frequently Asked Questions (FAQ's)

Independent Small Employer (ISEBASE) and Small Employer (SEBASE)

What is the refresher training for small employers?

SAFE Companies is a Certificate of Recognition (COR) program. The refresher training is a WorkSafeBC (WSBC) requirement for all COR participants.

When your company first registered for SAFE Companies either yourself or an employee of your company attended the Small Employer Occupational Health and Safety (SEOHS) 2-day training; this made the person who took this course your company's internal "auditor". To help auditors improve safety management within your company, the WorkSafeBC Certificate of Recognition program requires auditors receive 7 hours of refresher training every 3 years. 2012 will be the first year the Council has offered the training.

Who can do a small company COR audit?

- A company's internal auditor; or
- A certified BASE external auditor

An internal auditor is an employee of the company who has completed the 2-day SEOHS course and refresher training, if applicable.

Does a company auditor need to complete refresher training before submitting a 2012 audit?

No. However, the company's internal auditor needs to complete the COR refresher training by December 31, 2012 if the company wants to receive a COR rebate for 2012.

Am I required to complete refresher training?

If your company wants to receive a COR rebate for 2012 your company's internal auditor must:

- Have completed the 2-day SEOHS course within the past 3 years; OR
- Complete the refresher training by Dec 31st, 2012, if the SEOHS course was taken in 2009 or prior.

If the company does not want to receive the COR rebate, the auditor does not need to take the refresher training. If the company chooses not to complete the required COR training, the company's SAFE Certification is not affected.

Do I have to take the refresher course, or is there some form of equivalency offered?

WorkSafeBC has approved 3 Council courses to be considered equivalent training if completed in 2012:

- Basic Incident Investigation
- Basic Forest Supervisor
- Falling Supervisor

What will the auditor learn by taking the refresher training?

The content of the course will focus on helping the auditor streamline and improve the company's safety program. The course examines real life case studies of how other companies are managing safety in their business, discusses loss prevention (such as injuries to workers, reducing downtime, and equipment failure) and identifies improvements to the company's safety management systems to reduce the paperwork burden.

SAFE Companies Refresher Training Requirements

Frequently Asked Questions (FAQ's)

What types of training sessions will be offered?

- Computer Based Training Modules (CBT)
- Classroom

The CBT training will be competency based and may or may not take the full 7 hours to complete. The CBT training will consist of training modules and questions at the end of each module. Your records of completion will be automatically sent to the Council.

When will refresher training be available?

Training will be available starting spring 2012. You can take the course at a time convenient for your operations as long as the training is completed by December 31, 2012. The course calendar will be communicated in February.

How much does this cost?

As a not for profit organization, all of the Council's training courses are offered on a cost recovery fee basis. The classroom sessions of refresher training will be offered at \$140 per participant and the computer based training will be offered at \$80 per participant.

How do I enroll?

The enrolment form will be posted in February for the in-class courses, and available on the website at www.bcforestsafe.org The registration for computer based training will be open in April 2012.

What if I am unable to attend a training course?

If the company's internal auditor is unable to attend a training course by December 31, 2012, the company will forgo the COR rebate for 2012. Or, the company may hire a certified BASE external auditor to prepare their audit.

Can my safety consultant do my audit?

It depends. Yes, if your safety consultant is a certified BASE external auditor. No; if your safety consultant is NOT a certified BASE external auditor, they can continue to help you with continual improvement of your company's safety program, but they may not submit the audit.

Every company should have an internal employee or owner who has completed the SEOHS training. Preparing the audit is only one part of managing safety within your company. Having someone trained who is employed within your company means they have a better understanding of your business, know your crews and may be able to better identify how to make improvements. Consultants can be helpful to manage the system but safety leadership within the company is essential, you wouldn't outsource production management would you?

SAFE Companies Refresher Training Requirements Frequently Asked Questions (FAQ's)

Individual Owner Operator (IOO)

What is the refresher training for an IOO?

SAFE Companies is a Certificate of Recognition (COR) program. The refresher training is a WorkSafeBC (WSBC) requirement for all COR participants.

When you first registered for SAFE Companies you attended the Individual Owner Operator training (IOO); this made you the company 'auditor'. To help you improve safety management within your company, the WorkSafeBC Certificate of Recognition program requires auditors to attend 4 hours of refresher training every 3 years. 2012 will be the first year the Council has offered the training.

Who can do an Individual Owner Operator (IOO) COR audit?

- A company's internal auditor (the person who took the IOO training); or
- A certified BASE external auditor

An internal auditor is the owner or office employee of the company who has completed the ½-day IOO course and refresher training, if applicable.

Do I need to complete my refresher training before I can submit my 2012 audit?

No, however you do need to complete the refresher training by December 31, 2012.

Am I required to complete refresher training?

If your company wants to receive a COR rebate for 2012 your company's auditor (likely the owner) must:

- Have completed the ½ day IOO SAFETy course within the past 3 years; OR
- Complete the IOO refresher training by Dec 31st, 2012 if the IOO course was completed in 2009 or prior.

If the company does not want to receive the COR rebate, the auditor does not need to take the refresher training. If the company chooses not to complete the required COR training, the company's SAFE Certification is not affected.

Do I have to take the refresher course, or is there some form of equivalency offered?

WorkSafeBC has approved 3 Council courses to be considered equivalent training if completed in 2012:

- Basic Incident Investigation
- Basic Forest Supervisor
- Falling Supervisor

What will I learn by taking the refresher training?

The content of the course will focus on helping you streamline and improve your safety program. The course examines real life case studies of how other companies are managing safety in their business and identifies improvements to your safety system to reduce the paperwork burden.

SAFE Companies Refresher Training Requirements

Frequently Asked Questions (FAQ's)

What types of training sessions will be offered?

- Computer Based Training Modules (CBT)
- Teleconference
- Classroom

The CBT training will be competency based and may or may not take the full 4 hours to complete. The CBT training will consist of training modules and questions at the end of each module. Your records of completion will be automatically sent to the Council.

When will refresher training be available?

Training will be available starting spring 2012. You can take the course at a time convenient for your operations as long as the training is completed by December 31, 2012. The course calendar will be communicated in February.

How much will it cost?

As a not for profit organization, all of the Council's training courses are offered on a cost recovery fee basis. The classroom and teleconference sessions for IOO's will be offered at \$140 per participant and the computer based training will be offered at \$80 per participant.

How do I enroll?

The enrolment form will be posted in February for the in-class courses, and available on the website at www.bcforestsafe.org The registration for computer based training will be open in April 2012.

What if I am unable to attend a training course?

If you are unable to attend a training course by December 31, 2012, you will forgo the COR rebate for 2012. Or, you may hire a certified BASE external auditor to prepare your audit for you.

Can my safety consultant do my audit?

It depends. Yes, if your safety consultant is a certified BASE external auditor. No; if your safety consultant is NOT a certified BASE external auditor, they can continue to help you with continual improvement of your company's safety program, but they may not submit the audit.

Every company should have an internal employee or owner who has completed the IOO or SEOHS training. Preparing the audit is only one part of managing safety within your company. Having someone trained who is employed within your company means they have a better understanding of your business, know your crews and may be able to better identify how to make improvements. Consultants can be helpful to manage the system but safety leadership within the company is essential, you wouldn't outsource production management would you?

Large Employer (BASE)

Do BASE Auditors need to take refresher training?

COR refresher training applies to all auditors. BASE internal and external auditors meet this requirement by participating in regularly scheduled teleconferences and webinars.