



## **COR™/SECOR Certification Process for Existing & Newly Registered Companies**

**Effective May 1, 2015** – All existing and newly registered companies with the MHCA WORKSAFELY™ program will be held to this new process.

### **Step One**

- Company contacts WORKSAFELY™ and completes registration form
- WORKSAFELY™ confirms WCB rate code or associate member status (Annual fee due and payable if outside WCB Rate Code 407/408)
- Company registers and prepays for mandatory training

### **Step Two**

- **For COR™ companies** - One (1) senior management & one (1) full time employee completes: **Leadership for Safety Excellence, Principles Health Safety Management** courses
- **For SECOR companies** - One (1) senior management completes: **Leadership for Safety Excellence, Principles Health Safety Management** courses

### **Step Three**

- **After training is completed**, your company is issued a 'Registration' letter valid for a maximum of 18 months from original registration date (Non-Renewable)

### **Step Four**

- With assistance of WORKSAFELY™, your company assembles a safety and health manual and starts implementation. **(Company may purchase custom safety and health manual from WORKSAFELY™)**

### **Step Five**

- Prior to external audit, company **must** complete Auditor Training Program
- Within six (6) months of completing the Auditor Training Program, individual(s) submit trial audit for Internal Auditor Certification

### **Step Six**

- With a minimum of three (3) months of consistent documentation, company requests an Audit Readiness Service from WORKSAFELY™

### **Step Seven**

- Prior to the 18 month deadline, WORKSAFELY™ arranges External Audit and company successfully passes and completes audit process to obtain COR™ or SECOR™ Certification

**Registration letter is non-renewable; however, the expectation is the continued pursuit and achievement of COR™/SECOR Certification.**