BC MUNICIPAL SAFETY Association

CERTIFICATE OF RECOGNITION PROGRAM

APPLICATION FORM

Organization Legal Name:	Mailing Address:	
☐ 1-19 Employees ☐ 20+ Employees	City:	Postal Code:
WorkSafeBC Account Number:	Phone:	
CU Number(s) associated with organization:	Fax:	

Health & Safety Contact Person:	Title:
Phone:	Email:

☐ I have read, understand, and agree to the Terms and Conditions of Participation and put forward this application as my Letter of Commitment to participate in the Certificate of Recognition (COR) Program through the BCMSA.
☐ I would like to apply for our WorkSafeBC incentive as outlined in the Terms & Conditions of Participation.
☐ I have attached proof of a Senior Management Member from our Organization completing the required BCMSA Safety Management System course
☐ Attached is my organization's health and safety manual (optional).

Name of CAO or Senior Manager	Title
Signature	Date

Send this application to:

Email to:
cor@bcmsa.ca

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TERMS & CONDITIONS OF PARTICIPATION

1. The BC Municipal Safety Association is the certifying partner for the Local Government COR program.

2. Each participating organization must have been registered with WorkSafeBC as an employer prior to application and have reported assessable payroll from the previous year in the Local Government classification, or be approved for services by WorkSafeBC and the BCMSA.

3. Since certification requirements differ depending on the number of employees, the organization must immediately inform the BCMSA if their small/large employer status changes (Large employer is 20 or more employees). Incentive payments may not be issued if this information is not kept current. Use the BCMSA Registration Status Change Form to submit this information.

4. To complete the H&S COR an organization must take the following steps:

   STEP 1: Submit a COR application form to BCMSA

   STEP 2: A Manager must complete the Safety Management Systems course.

   If desired, a full-time employee completes the Internal Auditor course. This person should have knowledge of, and be actively involved in, the organization's OH&S Management Program. Ideally this person has knowledge of WorkSafeBC Regulation, and a minimum of five years health and safety experience.

   STEP 3: Complete the required Local Government Audit, as per the following table:

LESS THAN 20 EMPLOYEES

First Year	Certification Audit	Internal or External Auditor
Second Year	Maintenance Audit	Internal or External Auditor
Third Year	Maintenance Audit	Internal or External Auditor
Fourth Year	Re-Certification Audit	Internal or External Auditor

20 OR MORE EMPLOYEES

First Year	Certification Audit	External Auditor
Second Year	Maintenance Audit	Internal or External Auditor
Third Year	Maintenance Audit	Internal or External Auditor
Fourth Year	Re-Certification Audit	External Auditor

5. All external audit costs are paid for by the organization being audited.

6. The organization may be eligible to receive an incentive payment from WorkSafeBC if they successfully maintain their annual audit.

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7. The total annual WorkSafeBC incentive will be calculated as a percentage of the base assessment rate from the previous year, multiplied by the organization's total assessable payroll reported from the audit year.

   CALCULATION: $\frac{\text{Assessable Payroll}}{100}$ X Base Rate X 10% = single year incentive

8. The minimum incentive payment is the lesser of $500 or 50% of the premiums paid by the employer for the rebate year being calculated.

9. Incentive payments are completely separate from the employers' experience rating discounts or surcharges and do not factor into the calculation of the amount.

10. Incentive cheques are issued in the year following certification or maintenance activities, with a deadline to submit documentation for the first year COR, by November 30th. Subsequent (maintenance) audits must be submitted by the certification anniversary date.

11. Participation in the COR is voluntary and does not insulate employers from penalties or prosecutions under the *Workers Compensation Act*.

12. Participants are not exempted from compliance with any of the provisions of the *Workers Compensation Act* or *Occupational Health & Safety Regulation*.

13. The following circumstances may make an organization ineligible for an incentive cheque:
    a. The organization is not in good standing with WorkSafeBC;
    b. The organization has engaged in activity which would cause WorkSafeBC to consider imposing, or has resulted in WorkSafeBC imposing, an administrative penalty;
    c. The organization has suppressed claims for compensation or suppressed claims costs;
    d. The organization has an outstanding balance related to its WorkSafeBC employer account;
    e. The organization has failed to register with WorkSafeBC;
    f. The employer has not reported payroll to WorkSafeBC for the audit year;
    g. The organization has engaged in other misconduct considered by WorkSafeBC to be inconsistent with participation in the COR program.

14. Information provided to WorkSafeBC and BCMSA may be shared between WorkSafeBC and BCMSA for the purposes of: quality assurance, determine eligibility to receive a COR Certificate and/or incentive payment. Commitment that your organization will complete the program requirements set by the BCMSA to achieve and maintain COR and will endeavor to continually improve your safety culture.

15. Terms of Participation are subject to change.