



# COR Toolkit:

## An Employer Guide to COR Certification



**Certificate of Recognition  
(COR) Program**



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## Element 1: Management and Leadership Commitment

### Safety Policy

Guide to Writing an OHS Policy Statement (CCOHS)  
[www.ccohs.ca/oshanswers/hsprograms/osh\\_policy.html](http://www.ccohs.ca/oshanswers/hsprograms/osh_policy.html)

How to Prepare an Occupational Health and Safety Policy (Min. of Labour)  
[www.labour.gov.on.ca/english/hs/pubs/ohsa/ohsag\\_appx\\_a.php](http://www.labour.gov.on.ca/english/hs/pubs/ohsa/ohsag_appx_a.php)

### Roles and Responsibilities

Safety on the Job is Everyone's Business: The Responsibilities of Employers, Supervisors, and Workers (WorkSafeBC)  
[www.worksafebc.com/publications/health\\_and\\_safety/by\\_topic/assets/pdf/safetyonthejob.pdf](http://www.worksafebc.com/publications/health_and_safety/by_topic/assets/pdf/safetyonthejob.pdf)

20 Powerful H&S Motivation Actions for Senior Management (WorkSafeNB)  
[www.worksafenb.ca/docs/522top8a\\_e.htm](http://www.worksafenb.ca/docs/522top8a_e.htm)

Securing Commitment (HSA)  
[www.hse.gov.uk/stress/standards/securing.htm](http://www.hse.gov.uk/stress/standards/securing.htm)

Supervising for Safety: Online Course for Supervisors (WorkSafeBC)  
[www.supervisingforsafety.com](http://www.supervisingforsafety.com)

### Due Diligence

Due Diligence Checklist (WorkSafeBC)  
[www2.worksafebc.com/PDFs/common/due\\_dil\\_checklist.pdf](http://www2.worksafebc.com/PDFs/common/due_dil_checklist.pdf)

OH&S Legislation in Canada: Due Diligence (CCOHS)  
[www.ccohs.ca/oshanswers/legisl/diligence.html](http://www.ccohs.ca/oshanswers/legisl/diligence.html)

## Element 2: Hazard Identification and Control

### Hazard Identification and Risk Assessment

What is Risk Assessment? (go2HR)  
[www.go2hr.ca/resource/educational-info-eg-pamphlet-booklet/what-risk-assessment](http://www.go2hr.ca/resource/educational-info-eg-pamphlet-booklet/what-risk-assessment)

Risk Assessment Tool for Accommodation, Food and Beverage, Recreation and Entertainment, Ski Areas, Transportation, and Travel Services (go2HR)  
[www.go2hr.ca/resource/practical-tool-eg-checklist-form/risk-assessment-tool](http://www.go2hr.ca/resource/practical-tool-eg-checklist-form/risk-assessment-tool)

Risk assessment (CCOHS)  
[www.ccohs.ca/oshanswers/hsprograms/risk\\_assessment.html](http://www.ccohs.ca/oshanswers/hsprograms/risk_assessment.html)

### Reporting Unsafe Conditions/Refusal of Unsafe Work

Right to Refuse Unsafe Work (WorkSafeBC)  
[www.worksafebc.com/en/resources/health-safety/posters/right-to-refuse-unsafe-work-11-x-17](http://www.worksafebc.com/en/resources/health-safety/posters/right-to-refuse-unsafe-work-11-x-17)

6-Minute Safety Talk for Culinary Arts: Worker Rights and Responsibilities (WorkSafeBC)  
[www.worksafebc.com/en/resources/health-safety/safety-talks-apprenticeship/6-minute-safety-talk-for-culinary-arts-worker-rights-and-responsibilities](http://www.worksafebc.com/en/resources/health-safety/safety-talks-apprenticeship/6-minute-safety-talk-for-culinary-arts-worker-rights-and-responsibilities)

Getting a Job? Ask Questions about Safety (WorkSafeBC)  
[www.worksafebc.com/en/resources/health-safety/information-sheets/getting-a-job-ask-questions-about-safety](http://www.worksafebc.com/en/resources/health-safety/information-sheets/getting-a-job-ask-questions-about-safety)

### Personal Protective Equipment

Personal Protective Equipment (PPE) (WorkSafeBC)  
[www2.worksafebc.com/Topics/PPE/Home.asp](http://www2.worksafebc.com/Topics/PPE/Home.asp)

Personal Protective Equipment (CCOHS)  
[www.ccohs.ca/oshanswers/prevention/ppe/](http://www.ccohs.ca/oshanswers/prevention/ppe/)

## Element 3: Safe Work Procedures and Written Instruction

### Safe Work Procedures

Safe Work Procedures (Safe Work Manitoba)  
[www.safemanitoba.com/Resources/Pages/bulletin-249-2.aspx](http://www.safemanitoba.com/Resources/Pages/bulletin-249-2.aspx)

### First Aid Assessment

First Aid Assessment Worksheet (WorkSafeBC)  
[www.worksafebc.com/en/resources/health-safety/ohsr-searchable/first-aid-assessment-worksheet](http://www.worksafebc.com/en/resources/health-safety/ohsr-searchable/first-aid-assessment-worksheet)

### First Aid Procedures

First Aid Requirements (WorkSafeBC)  
[www2.worksafebc.com/Topics/FirstAid/Home.asp](http://www2.worksafebc.com/Topics/FirstAid/Home.asp)

### Emergency Response Plans

How to Prepare an Emergency Response Plan for Your Small Business (WorkSafeBC)  
[www.worksafebc.com/publications/health\\_and\\_safety/by\\_topic/assets/pdf/emergency\\_response\\_guide.pdf](http://www.worksafebc.com/publications/health_and_safety/by_topic/assets/pdf/emergency_response_guide.pdf)

### WHMIS

WHMIS (WorkSafeBC)  
[www.worksafebc.com/en/health-safety/hazards-exposures/whmis](http://www.worksafebc.com/en/health-safety/hazards-exposures/whmis)

WHMIS 2015: At Work (WorkSafeBC)  
[www.worksafebc.com/en/resources/health-safety/whmis/whmis-work-2015](http://www.worksafebc.com/en/resources/health-safety/whmis/whmis-work-2015)

WHMIS 2015: General (CCOHS)  
[www.ccohs.ca/oshanswers/chemicals/whmis\\_ghs/general.html](http://www.ccohs.ca/oshanswers/chemicals/whmis_ghs/general.html)

## Element 4: Inspection of Premises, Equipment, Workplaces and Work Practices

Safety Inspections Workbook (WorkSafeBC)

[www.worksafebc.com/en/resources/health-safety/books-guides/safety-inspections-workbook](http://www.worksafebc.com/en/resources/health-safety/books-guides/safety-inspections-workbook)

Effective Workplace Inspections(CCOHS)

[www.ccohs.ca/oshanswers/prevention/effectiv.html](http://www.ccohs.ca/oshanswers/prevention/effectiv.html)

How to Implement a Formal Occupational Health and Safety Program (WorkSafeBC)

[www.worksafebc.com/publications/health\\_and\\_safety/by\\_topic/assets/pdf/howtoimplement\\_ohs.pdf](http://www.worksafebc.com/publications/health_and_safety/by_topic/assets/pdf/howtoimplement_ohs.pdf)

## Element 5: Investigation of Incidents/Accidents

Investigations of Accidents and Incidents: Reference Guide for Employer Incident

Investigations (WorkSafeBC)

[www.worksafebc.com/en/resources/health-safety/books-guides/investigations-of-accidents-and-incidents/reference-guide-and-workbook](http://www.worksafebc.com/en/resources/health-safety/books-guides/investigations-of-accidents-and-incidents/reference-guide-and-workbook)

Employer Incident Investigation Report (Form 52E40) (WorkSafeBC)

[www.worksafebc.com/en/resources/health-safety/forms/incident-investigation-report-form-52e40](http://www.worksafebc.com/en/resources/health-safety/forms/incident-investigation-report-form-52e40)

BC Ski Area Incident Investigation Tool (go2HR)

[www.go2hr.ca/resource/practical-tool-eg-checklist-form/bc-ski-area-incident-investigation-tool](http://www.go2hr.ca/resource/practical-tool-eg-checklist-form/bc-ski-area-incident-investigation-tool)

Incident Investigation (CCOHS)

[www.ccohs.ca/oshanswers/hsprograms/investig.html](http://www.ccohs.ca/oshanswers/hsprograms/investig.html)

Workplace Incident Cost Calculator (WorkSafeBC)

[http://worksafebcmmedia.com/media/calculators\\_html5/wicc/index.html](http://worksafebcmmedia.com/media/calculators_html5/wicc/index.html)

## Element 6: Training and Instruction of Employees

3 Steps to Effective Worker Education and Training (WorkSafeBC)

[www.worksafebc.com/publications/health\\_and\\_safety/by\\_topic/assets/pdf/3-steps.pdf](http://www.worksafebc.com/publications/health_and_safety/by_topic/assets/pdf/3-steps.pdf)

Support for Employers: Training and Orientation for Young and New Workers (WorkSafeBC)

[www.worksafebc.com/publications/health\\_and\\_safety/by\\_topic/assets/pdf/YW\\_Orientation.pdf](http://www.worksafebc.com/publications/health_and_safety/by_topic/assets/pdf/YW_Orientation.pdf)

Orientation and Training for Young and New Workers Are Essential (go2HR)

[www.go2hr.ca/health-safety/ohs-program-tools/young-and-new-workers/orientation-and-training](http://www.go2hr.ca/health-safety/ohs-program-tools/young-and-new-workers/orientation-and-training)

Safety Kit for the Hospitality and Tourism Industry (WorkSafeBC)

[www2.worksafebc.com/PDFs/YoungWorker/tourism\\_yw\\_safety\\_kit.pdf](http://www2.worksafebc.com/PDFs/YoungWorker/tourism_yw_safety_kit.pdf)

Supervising for Safety: Online Course for Supervisors (WorkSafeBC)

[www.supervisingforsafety.com/](http://www.supervisingforsafety.com/)

Young Workers (CCOHS)

[www.ccohs.ca/youngworkers/](http://www.ccohs.ca/youngworkers/)

## Element 7: Program Administration

### Record Keeping

Joint Health and Safety Committee Fundamentals: Participant Workbook (WorkSafeBC)  
[www.worksafebc.com/en/resources/health-safety/books-guides/joint-committee-participant-workbook](http://www.worksafebc.com/en/resources/health-safety/books-guides/joint-committee-participant-workbook)

Managing Safety from the Supervisor's Perspective (WorkSafeBC)  
[www.worksafebc.com/publications/health\\_and\\_safety/by\\_topic/assets/pdf/managing\\_safety.pdf](http://www.worksafebc.com/publications/health_and_safety/by_topic/assets/pdf/managing_safety.pdf)

## Element 8: Joint Occupational Health and Safety Committee

Templates and Resources for Joint Health and Safety Committees (WorkSafeBC)  
[www.worksafebc.com/en/resources/health-safety/books-guides/templates-resources-joint-health-safety-committees](http://www.worksafebc.com/en/resources/health-safety/books-guides/templates-resources-joint-health-safety-committees)

Joint Health and Safety Committee Fundamentals: Participant Workbook (WorkSafeBC)  
[www.worksafebc.com/en/resources/health-safety/books-guides/joint-committee-participant-workbook](http://www.worksafebc.com/en/resources/health-safety/books-guides/joint-committee-participant-workbook)

## Element 9: Injury Management/Return to Work Programs

Vocational Rehabilitation: Your Guide to Returning to Work (WorkSafeBC)  
[www.worksafebc.com/en/resources/claims/guides/vocational-rehabilitation-guide-returning-work](http://www.worksafebc.com/en/resources/claims/guides/vocational-rehabilitation-guide-returning-work)

Return to Work Is Good Business (WorkSafeBC)  
[www.worksafebc.com/en/resources/about-us/guides/return-to-work-is-good-business](http://www.worksafebc.com/en/resources/about-us/guides/return-to-work-is-good-business)

Navigating Challenging Slopes: A Modified Work Trail Map for BC Ski Areas (go2HR)  
[www.go2hr.ca/resource/educational-info-eg-pamphlet-booklet/navigating-challenging-slopes-modified-work-trail-map](http://www.go2hr.ca/resource/educational-info-eg-pamphlet-booklet/navigating-challenging-slopes-modified-work-trail-map)

Guidelines for Modified Work (WorkSafeBC)  
[www.worksafebc.com/en/resources/health-safety/books-guides/guidelines-for-modified-work](http://www.worksafebc.com/en/resources/health-safety/books-guides/guidelines-for-modified-work)