

# Safety Certified Certificate (COR Equivalent)

The Safety Certified program is a process which awards companies that have achieved safety excellence by developing and establishing an effective health and safety system (safety program) within their organization. This program provides proof that an organization has a safety program, conforms to Provincial/Federal standards, and most importantly provides feedback to the organization on both the positive aspects and areas for possible improvement regarding their safety program.

Companies pursuing to be Safety Certified are required to pass an occupational health and safety audit, which is endorsed by the Province of New Brunswick. Once certified, an organization may apply for a "Certificate of Equivalency" in other jurisdictions.

The Safety Certified Program meets or exceeds all requirements for a "Certificate of Recognition" required by the Province of New Brunswick.

Letters of Good Standing are issued to the client throughout the process. We start the organization with a **Letter of Good Standing in Process – External Audit Pending**, which states that we have viewed and verified that you currently have a safety program in place. You would then have a three month period to book a time with one of our auditors to come to your workplace to perform an audit. Upon our review, and if you attain a passing mark, we would then issue your organization a certificate and a **Letter of Good Standing – External Audit Completed.** 

Then the typical Safety Certified cycle begins, where your organization would conduct an internal audit in year two and year three, then SSNB will conduct an external audit the following year. A certificate and a **Letter of Good Standing – Annual Maintenance Audit Completed and Approved** will be issued annually.

For more information on how your organization can become Safety Certified, please contact us at **1-877-7 NBSAFE** or **info@sssnb.ca**.



### **Safety Certified Certificate - Process**

#### Step 1

- Submit SSNB Safety Certified application and other documentation to SSNB, along with registration fee of \$250 (Note: This fee is waived if the client is a SSNB member).
- SSNB evaluates the status of the safety program to determine entrance into Program.
- SSNB will meet with the client prior to an audit.
- Client receives Letter of Good Standing External Audit Pending. An audit must be scheduled.
- Client will develop OHS Policies, Safe Work Procedures, Training Matrix, etc.
- Time period: Completed within 3 months of application.

#### Step 2

- For clients who have basics of a safety program in place, we request their safety manual and/or evidence of OHS Policy, Safe Work Procedures, Employee Safety Training, etc.
- Client requests the Initial External Audit.
- Initial External Audit is completed.
- Audit recommendations are reviewed, and an implementation plan is designed by the client and submitted.
- Client passes Initial External Audit either immediately after review or after recommendations have been implemented.
- Client receives Letter of Good Standing External Audit Completed along with SSNB Safety Certified Certificate (valid for one year from application date).
- Client makes continuous improvements to their safety program.
- Time period: Within 3 months of application.
- Cost: External Audit (\$100/hour, \$300 for report, plus auditor travel expenses).

#### Step 3

- Client conducts Internal Audit annually for each of the following 2 years.
- Client is issued a new Letter of Good Standing upon review of Internal Audit annually.
- In the third year, client must request External Audit by SSNB.
- Time period: completed by anniversary date each year (12 months).
- Cost: Reviewing internal audit \$100/year.
- External audit \$100/hour, \$300 audit report, plus auditor travel expenses (every third year).

#### <u>Fee:</u>

Annual Membership: Sustaining (organizations with more than 20 employees) - \$375

Small Business (organizations with 20 or fewer employees) - \$250

Associate (non-profit, government, municipalities) - \$125

External Audit: \$100/hour, minimum 4 hours

Auditor travel expenses - \$50/h travel time, 41¢/km, meals @ max \$34/day

and accommodations at cost (if required)
Audit Report with recommendations - \$300

Internal Audit: Audit Report review - \$100

## **Safety Certified Program Application**

Please complete this application and return to Safety Services New Brunswick	
Date:	
Company:	
Contact Name:	
Address:	
Phone:	
Fax:	
Email:	
Industry Type:	
# of employees:	Business #/WCB #:
	mpany to be listed on the SSNB  afety Certified Organization  I wish to not have our company to be listed on the SSNB website as a Safety Certified Organization

#### Please direct Safety Certified Program inquiries to:

Marc Daigle, OHS Director 506 444-0172 Marc@ssnb.ca Tyler Tozer, Program Coordinator 506 444-0175 Tyler@ssnb.ca