

# Certificate of Recognition

Updates and Important Information

**COVID-19 update:** Distance learning courses will continue until further notice.

## Bill 47 updates



## Final quarter and cutoff dates

We are in the final quarter of the year and will be anticipating high volumes of audit submissions.

**2021 Audit submission cutoff **January 21, 2022** (last day on site no later than **Dec. 31, 2021**)**

## [2021 Audit Plan](#)

## [AMTA Course Calendar](#)

### AUDITOR NOTES

#### Interviews and Organizational Chart

The Quality Assurance reviewer must verify that there is correct employee representation. The Auditor must ensure that the Organization Chart is current and match the site summary information and positions that are noted in element 2.1. If they don't match, you must provide clear, detailed notes to explain the discrepancy.

#### Site Specific Hazard Assessment VS Formal hazard assessment

**Site Specific Hazard Assessments** (also called a field level) is performed before work starts at a site and at a site where conditions change or when non-routine work is added.

**Formal Hazard Assessment** involves a detailed look at an organization's overall operations. It's meant to identify hazards, measure risk (to help prioritize hazards), and develop, implement, and monitor related controls.

COR program reflects provincial requirements site specific hazard assessments are applicable to federal carriers. Please note that these questions (2.11, 2.12, 2.13) should not be n/a based on industry codes AMTA represents. [Click here for the handbook.](#)

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### AUDITOR NOTES continued...

#### Joint Health & Safety Committee or Rep?

The COR audit tool is geared more for provincially regulated companies but in the case of federally regulated companies there are some differences in the JHSC requirements that need to be addressed accordingly.

One specific example is with the requirements for a H & S committee versus a H & S rep.

Provincial requirements are for 5 – 19 workers (total from all sites) must have a rep whereas federal requirements for 1-19 workers (at any/each worksite) must have a rep.

Provincial regulated companies require a committee based on the total # of workers 20 and greater from all locations being audited whereas federally regulated companies committee requirements are based on the individual location numbers not the number from all locations.

Number of Employees	Provincial	Federal
Up to 19	Health and Safety Representative	Health and Safety Representative <b>Each Site</b>
20 and up	Joint Health and Safety Committee	Workplace Health and Safety Committee
300 or more	Joint Health and Safety Committee	Policy Health and Safety Committee

#### Resources

- <https://www.alberta.ca/work-site-health-safety-committees.aspx#jumplinks-0>
- <https://www.canada.ca/en/employment-social-development/services/health-safety/committess.html#workplace>

