



A SECOR evaluation checks whether your health and safety program is written down, actually in use and understood by your people. Use this checklist with our guide, **How to Prepare for a SECOR Evaluation**, whether you're working toward your first SECOR or keeping the one you have. Click a box to tick it, or print it and work through it with your team.

Company

Certifying partner

Evaluation date

Where are you in the cycle?

- ☐ Working toward first SECOR ☐ Maintenance, year 2 ☐ Maintenance, year 3 ☐ Recertification

Choose the right program

- ☐ We know which program applies to us: a SECOR, a size-based COR pathway or the regular COR, based on our province or territory and industry.
- ☐ We've counted our people the way our program counts them, including owners, office staff, part-time workers and, where required, subcontractors.
- ☐ We've confirmed our main clients and prime contractors accept a SECOR for the work we want.
- ☐ We've registered with the certifying partner for our industry and have its current audit tool, requirements and fees.

Training

- ☐ The owner or senior manager has completed the required management course.
- ☐ The person completing the SECOR evaluation or internal audit has the required evaluation or auditor training.
- ☐ Any industry or hazard courses our partner requires are complete, and refresher dates are in the calendar.
- ☐ The trained person is a permanent employee, and we've thought about training a second person.

Our health and safety program

- ☐ A signed health and safety policy that sets out responsibilities for the owner, supervisors and workers.
- ☐ Formal hazard assessments for every job or task we actually do, with controls chosen using the hierarchy of controls.
- ☐ Field-level hazard assessments before work starts, and safe work practices for our hazardous tasks.
- ☐ An inspection schedule for sites, tools, equipment and vehicles, with follow-up on findings.
- ☐ Orientation and training records for every worker, emergency plans for our sites, and incident and near-miss reporting.
- ☐ A way for workers to take part, such as safety meetings or toolbox talks, and an annual program review.

Gaps to close and who owns them

Most programs expect about 12 months of records for a three-year certificate. Tick each record you can show for the past year, and look for missing months, not just missing forms.

Records for the previous 12 months

- ☐ Signed policy, reviewed in the past year
- ☐ Formal hazard assessments, reviewed when work changed
- ☐ Completed field-level hazard assessments from across the year
- ☐ Completed inspections with actions and sign-off, for every month on our schedule
- ☐ Equipment and vehicle pre-use checks and maintenance records
- ☐ Orientation checklists, tickets and training records for every worker
- ☐ Safety meeting or toolbox talk records with attendance
- ☐ Incident and near-miss reports, investigations and corrective actions
- ☐ Emergency plans, first aid records and at least one drill
- ☐ Corrective actions tracked to close-out
- ☐ Annual program review notes

Before you submit

- ☐ We've interviewed the owner, supervisors and workers, not just scored the binder
- ☐ We've looked at the work on site and compared it with our documents
- ☐ Every score in our self-assessment is backed by evidence we can show
- ☐ Registration, submission and correction deadlines are in the calendar

If you already hold a SECOR

- ☐ Every action from our last evaluation is closed and verified
- ☐ Maintenance deadlines and our annual date are in the calendar
- ☐ Our head count is still within the program's limit, or we've talked to our partner about moving to COR

Want a second set of eyes? Calgary Safety Consultants helps small employers build their programs and prepare for SECOR evaluations. We don't issue certificates; CORs and SECORs are issued through the applicable certifying partner. Read the full guide at calgarysafetyconsultants.ca/safety-guides/cor-secor/secor-evaluation/ or call 1-888-231-0358.

Notes