



**CERTIFICATE OF RECOGNITION PROGRAM
APPLICATION FORM
NON-LOCAL GOVERNMENT ORGANIZATION**

Organization _____	<input type="checkbox"/> 1 – 19 Employees
Mailing Address _____	<input type="checkbox"/> 20 + Employees
City _____	Postal Code _____
Phone _____	Fax _____
Email _____	
WorkSafeBC Account Number _____	
Classification Unit Number(s) _____	

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

NON LOCAL GOVERNMENT COR PARTICIPATION COST

- My organization is NOT part of the Local Government Classification Unit
- As a non-Local Government Organization I agree to the COR Participation cost¹
- Attached is my organization's health and safety manual (optional).

_____	X	_____	=	_____	/ 100	=	_____	X .01	=	_____
2010 Payroll		Base Rate								Cost (+ h.s.t.)

- I agree to the Terms and Conditions of Participation and put forward this application as my Letter of Commitment to participate in the BCMSA's Certificate of Recognition (COR) Program.
- I acknowledge that WorkSafeBC has approved my organization's participation in COR through the BC Municipal Safety Association.

Name of CAO or Senior Manager _____	Title _____
Signature _____	Date _____

Send this application to:



Chelsea Steinfeld
Manager of Audit & Training Services
BC Municipal Safety Association
#203 – 22314 Fraser Highway
Langley, BC V3A 8M6



Email it
csteinfeld@bcmsa.ca



Fax it
778-278-0029

¹ This cost is only charged once every 4 years and allows your organization to attain COR through the BCMSA. Maximum cost: \$6,000.00 plus h.s.t.



CERTIFICATE OF RECOGNITION PROGRAM

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 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). WorkSafeBC rebates may not be issued if this information is not kept current. Use the BCMSA Registration Status Change Form to submit this information.
4. There are two COR incentive rebate programs: Health & Safety (H&S) COR and Injury Management/Return-to-Work (RTW) COR. An organization must achieve the H&S COR before becoming eligible for the RTW COR. The expiry date of the RTW COR certificate should coincide with (and cannot be later than) the expiry date of the H&S COR certificate.
5. 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	Certifying Audit	Internal or External Auditor
Second Year	Maintenance Audit	Internal or External Auditor
Third Year	Maintenance Audit	Internal or External Auditor
Fourth Year	Re-Certifying Audit	Internal or External Auditor

20 OR MORE EMPLOYEES

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



CERTIFICATE OF RECOGNITION PROGRAM

TERMS & CONDITIONS OF PARTICIPATION

6. All external audit costs are paid for by the organization being audited.
7. The organization may be eligible to receive a WorkSafeBC rebate if they successfully maintain their annual audit.
8. The total annual WorkSafeBC Rebate 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 previous year.

CALCULATION:
$$\frac{\text{Assessable Payroll}}{100} \times \text{Base Rate} \times 10\% = \text{Refund}$$

EXAMPLE:
$$\frac{\$60,000,000}{100} \times \$1.68^1 \times 10\% = \$100,800 \text{ annual refund}$$

9. The minimum rebate is the lesser of \$500 or 50% of the premiums paid by the employer for the rebate year being calculated.
10. Assessment rebates are completely separate from the employers' experience rating discounts or surcharges and do not factor into the calculation of the rebate.
11. Once the Health & Safety COR has been achieved, an organization will have the option of participating in the RTW COR for an additional 5% rebate. RTW COR has its own separate audit instrument that must be completed in accordance with the same process and standards of the Health & Safety COR audit.
12. Rebates are issued once a year with a deadline to submit documentation for the first year COR, by November 30th of the previous year. Subsequent audits must be submitted by the certification anniversary date.
13. Participation in the COR or WorkSafeBC Rebate is voluntary and does not insulate employers from penalties or prosecutions under the *Workers Compensation Act*.
14. Participants are not exempted from compliance with any of the provisions of the *Workers Compensation Act* or *Occupational Health & Safety Regulation*.
15. The following circumstances would make an organization ineligible for a rebate:
 - a. The organization has engaged in activity which would cause WorkSafeBC to consider imposing, or has resulted in WorkSafeBC imposing, an administrative penalty;
 - b. The organization has suppressed claims for compensation or suppressed claims costs;
 - c. The organization has an outstanding balance related to its WorkSafeBC employer account;
 - d. The organization has failed to register with WorkSafeBC;
 - e. The organization has engaged in other misconduct considered by WorkSafeBC to be inconsistent with participation in the COR program.
16. Terms of Participation are subject to change.

¹ 2011 Local Government Classification Unit Base Rate