

Q & A – PRIME and COR

Questions	Answer
1. What is PRIME?	PRIME (Prevention + Return-to-Work + Insurance Management for Employers/Employees) is a new employer incentive program put in place by the Workplace Health, Safety and Compensation Commission (the Commission). PRIME will reward employers with sound occupational health and safety and return-to-work policies, program and practices and favourable claims costs. They will be eligible for a refund of a portion of the workers' compensation assessments. Conversely, employers with poor practices and claims costs will be subjected to additional experience charges over and above their base rates.
2. What is the COR Program?	<p>The Certification of Recognition (COR) Program is an employer health and safety certification program. It has been designed by the construction industry, for the construction industry and is administered by the Newfoundland and Labrador Construction Safety Association (NLCSA). COR Programs are in place in most other provinces and territories in Canada.</p> <p>Involvement in the COR Program includes: a representative of the employer participating in a 5 day training program, developing and implementing an Occupational Health and Safety (OH&S) Program and, depending on the size of the company, Return-to-Work (RTW) policies and programs. The Program must be successfully verified/reviewed (audited) by the employer and the NLCSA to achieve full COR certification.</p>
3. Is COR mandatory?	In terms of PRIME, participation in the COR Program is only required for any construction industry employer who wishes to obtain a refund.
4. Does the requirement for COR under PRIME apply to me?	COR requirements for a PRIME refund only apply to construction industry employers. That is, your Newfoundland Industrial Classification (NIC) Code, issued by the Workplace Health, Safety and Compensation Commission considered to be construction. A list of Construction NIC codes is listed on the NLCSA website or can be provided by contacting the NLCSA. If you are an employer who is classified in a NIC Code other than construction, you must meet the PRIME requirements outlined by the Commission.
5. What is a Letter of Good Standing?	A Letter of Good Standing is a document issued by the Newfoundland and Labrador Construction Safety Association (NLCSA) under the Certificate of Recognition (COR) Program. It can only be issued to an employer who has completed the appropriate requirements of the program. There are 3 categories: In the Process, Audit Pending and Certificate of Recognition.
6. How do I get a Letter of Good Standing?	Once an employer participates in the training program (5 days), a Letter of Good Standing is issued for 12 months and the employer is considered to be "In the Process". Once the employer has developed and implemented their policies and programs and conducted an Internal Review (audit), they are issued a new Letter of Good Standing and considered to be "Audit Pending". Finally, once the NLCSA has conducted a Program review (audit) and any recommendations are addressed, the employer receives full certification and is issued a Letter of Good Standing for 12 months (Certificate of Recognition).
7. Is the COR Letter of Good Standing the same as the Commission's Letter of Good Standing/ Certificate of Clearance?	No, the COR Letter of Good Standing is a document issued only to participants of the COR program. It can only be issued by the NLCSA and must be signed by the CEO of the NLCSA and/or a designated person.
8. Who in my company needs to attend the COR training?	Only one person in your company must attend the COR training. It is recommended that it be the person responsible for the development and implementation of the OHS Program in your workplace.
9. Where can I take the training?	The NLCSA offers COR training, throughout the year, in the following locations: St. John's, Clarenville, Gander, Grand Falls-Windsor, Corner Brook, Stephenville, St. Anthony, Happy Valley-Goose Bay and Labrador City. If one of these locations is not convenient, please contact the NLCSA to see if other arrangements may be made.

10. Who can deliver the training?	The NLCSA is the only organization in Newfoundland and Labrador that delivers the COR Program.
11. How much will this all cost me?	<p>The 5 day COR training program is \$390.00. This includes all materials that the employer will need (including samples, check lists, etc...) to easily develop and implement an OH&S Program in their workplace. In addition, included with this training fee is the services of the NLCSA Safety Advisors to assist with any OHS issues that may arise.</p> <p>Once the program is implemented, there is a flat rate fee for the External Review (audit). This is \$395.00 (usually incurred 12 months after the classroom training) and also includes the services of the NLCSA Advisor to assist in addressing any recommendations that may arise from the External Review.</p>
12. I have done a lot of safety training – will this cover the requirements?	No, the COR Program is a specific industry established and driven program. This program is only offered by Construction Safety Associations established throughout the country.
13. If I have done COR training, do I also need to take the OH&S Certification (Committee, Worker Representative/ Designate) training?	Since 2001, all participants of the COR training automatically receive certification as an OH&S Committee member and/or Worker Health and Safety Representative/Workplace Health and Safety Designate. However, this certification would only apply to the individual who participated in the full 5 day COR training program. Depending on the size and configuration of the workplace, additional individuals may need the regular OH&S certification training for OH&S Committees/Worker Representatives/Designates.
14. I was COR certified at one point, but am no longer in Good Standing. What do I need to do?	You will, at the very least, need to conduct an Internal Review (audit). However, depending on when your last Letter of Good Standing expired, there may be additional elements that you need to add to your program, including RTW policies and programs. Contact the NLCSA as soon as possible. A representative will review your file and tell you exactly what needs to be in place.
15. I did the 5 days of COR training several years ago. What else do I need to do?	If you completed the training more than 12 months ago, your Letter of Good Standing has expired. You will need to submit your OH&S Program (and RTW Program, if applicable) to the NLCSA for review. In addition, you will need to conduct an Internal Review (audit) of your program (audit documents available from the NLCSA) and submit your findings for review. Once these documents have been reviewed by the NLCSA and any recommendations met, you will be issued a new Letter of Good Standing (Audit Pending).
16. I am COR certified and in Good Standing. What do I need to do?	<p>Depending on when you completed the COR Program, you will need to review your OH&S and RTW policies to ensure they meet the PRIME requirements (previously distributed). In addition, you will need to ensure you have an Injury Reporting System in place at all your workplaces and work sites. This information (poster) has been previously provided and is available on the NLCSA website.</p> <p>If you are a LARGE PRIME assessment employer (that is, you pay greater than \$54,000.00 in workers' compensation assessments), you will need to implement a RTW Program. Contact the NLCSA for information and assistance on this program.</p>
17. Is there anyone who can help me get everything in place?	The NLCSA has Safety Advisors, throughout the province, who are available to assist members (participants of the COR Program) at little or no cost with the development and implementation of OHS and RTW Policies and Programs and in meeting the COR and PRIME requirements. Simply contact the NLCSA to learn more.
18. How long do I have to get everything in place?	The first refunds under PRIME will be issued in early 2006 based on practices in 2005. All PRIME and COR requirements (Letter of Good Standing, at least) must be in place by December 31 st , 2005.
19. Where can I get more information?	<p>Contact the NLCSA at:</p> <p>Phone: 709.739.7000</p> <p>Toll Free: 1.888.681.SAFE (7233)</p> <p>Fax: 709-739-7001</p> <p>Website: www.nlcsa.com</p> <p>Email: info@nlcsa.com</p>