COR Readiness Checklist

Certificate of Recognition · Pre-audit self-assessment

HSE ADVISOR CANADA
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Organization: _____ Province / certifying partner: _____

Completed by: _____ Date: _____

1. MANAGEMENT LEADERSHIP AND COMMITMENT

- ☐ OH&S policy is current, signed by top management, and posted
- ☐ Safety roles and responsibilities are documented for all positions
- ☐ Management actively participates in inspections, investigations, and meetings
- ☐ Safety objectives are set, measured, and reviewed by leadership

2. HAZARD IDENTIFICATION AND ASSESSMENT

- ☐ Formal hazard identification process covers all tasks and work areas
- ☐ Job Hazard Analyses (JHAs) are completed for high-risk tasks
- ☐ Workers are involved in identifying and reporting hazards
- ☐ Hazard assessments are updated when conditions or tasks change

3. HAZARD CONTROLS

- ☐ Hierarchy of controls is applied and documented for identified hazards
- ☐ Safe work procedures (SWPs) exist for all hazardous tasks
- ☐ Workers understand and follow established controls and SWPs
- ☐ Control effectiveness is monitored and updated as needed

4. WORKPLACE INSPECTIONS

- ☐ Formal inspection schedule is established (minimum monthly)
- ☐ Inspection reports are completed, signed, and retained on file
- ☐ Deficiencies are assigned corrective actions with due dates
- ☐ Corrective actions are tracked and verified as closed

5. QUALIFICATIONS, ORIENTATION AND TRAINING

- ☐ New worker orientation is documented and consistently delivered
- ☐ Training records are maintained for all workers
- ☐ Workers are competency-verified for safety-critical tasks
- ☐ Training matrix is reviewed annually and kept current

6. EMERGENCY RESPONSE

- ☐ Written Emergency Response Plan (ERP) is current and accessible
- ☐ Emergency drills are conducted and documented (minimum annually)
- ☐ Emergency contacts and procedures are posted at all work areas
- ☐ Workers are trained on ERP roles and responsibilities

7. INCIDENT REPORTING AND INVESTIGATION

- ☐ Reporting procedure covers all incident types (near miss, first aid, LTI)
- ☐ Investigations are completed with documented root cause analysis
- ☐ Corrective actions from investigations are tracked to closure
- ☐ Incident trends are reviewed regularly by management

8. PROGRAM ADMINISTRATION

- ☐ OH&S Committee or Worker Safety Representative is established
- ☐ Meeting minutes are recorded and distributed to workers
- ☐ OH&S program is formally reviewed and updated annually
- ☐ COR documentation package is organized and audit-ready

YOUR READINESS SCORE

Total checks: _____ / 32 (28–32 audit ready · 20–27 minor gaps · below 20 needs work)

In Alberta, BC and Ontario a COR audit needs 80% overall, about 26 of 32 here. Each element also has a minimum score, so a high total can hide a weak element. Record each element's checks below.

EL. 1	EL. 2	EL. 3	EL. 4	EL. 5	EL. 6	EL. 7	EL. 8
/ 4	/ 4	/ 4	/ 4	/ 4	/ 4	/ 4	/ 4

Approximation only, not an audit rule: on this checklist a 50% element floor (Alberta, BC) is 2 of 4 checks and a 65% floor (Ontario) is 3 of 4. Audits score each element in more detail. Treat any element below its floor as a gap, whatever the total.

COR by Province and Documentation Checklist

Certifying partners, pass marks, incentives

CERTIFYING PARTNER, PASS MARK AND INCENTIVE BY PROVINCE

PROVINCE	CERTIFYING PARTNER	PASS MARK AND ELEMENT FLOOR	INCENTIVE
Alberta	ACSA (construction); other sector partners	80% overall and at least 50% in each element. Maintenance audits need at least 60% overall.	WCB Alberta PIR refunds up to 20%: 10% in year 1, then 5% for each year the COR is maintained
British Columbia	BCCSA (construction); other sector partners	80% overall and at least 50% in each element	10% of base assessment premiums for each classification unit the COR covers
Ontario	IHSA (COR 2020). Ontario-based firms certify through IHSA.	80% overall, at least 65% in each element and 100% on legislated items (IHSA COR 2020 Program Guideline)	Confirm with your certifying partner (IHSA)
Saskatchewan	SCSA; HCSAS	Confirm with your certifying partner (SCSA or HCSAS)	
Manitoba	CSAM; MHCA	Confirm with your certifying partner (CSAM or MHCA)	
Nova Scotia	CSNS	Confirm with your certifying partner (CSNS)	
New Brunswick	NBCSA. Named pre-audit courses are required.	Confirm with your certifying partner (NBCSA)	
Newfoundland and Labrador	NLCSA. Issues Letters of Good Standing, required to bid on government-funded construction contracts.	Confirm with your certifying partner (NLCSA)	
NWT and Nunavut	NSA-NT	Confirm with your certifying partner (NSA-NT)	
Yukon	NSNY	Confirm with your certifying partner (NSNY)	
Prince Edward Island	No COR program	Not applicable. No program.	
Quebec	No standard COR. CNESST runs *mutuelles de prévention* (employer premium-adjustment groups).	Pass mark not applicable	Set through the mutuelle; confirm with CNESST

A COR is valid for three years. Certification and recertification audits are external for most employers; small-employer programs differ (Alberta's SECOR, under 10 employees, uses a self-assessment, and BCCSA's Small COR, 19 or fewer employees, uses a qualified internal auditor). Maintenance audits in years 2 and 3 may be internal in Alberta and BC, and must be internal in Ontario. Alberta issues a 1-year COR to a new system with minimal documentation and history. Programs change, so confirm the current requirements with your certifying partner before you register.

DOCUMENTATION CHECKLIST

AREA	ON FILE AND CURRENT	Y / N
Management system	Health and safety policy; roles and responsibilities; evidence of management commitment	
Hazard assessment	Workplace hazard inventory; risk assessments; control measures	
Safe work practices	Job hazard analyses; safe work procedures; equipment procedures	
Training programs	Training matrix; competency requirements; records management	
Inspections	Inspection schedules; checklists and forms; corrective action tracking	
Incident management	Investigation procedures; reporting system; trend analysis	
Emergency preparedness	Emergency response plan; evacuation procedures; contact information	
Statistics and records	Injury and incident statistics; performance metrics; audit records	

Want help applying this?

Our consultants (CRSP Certified · COR & ISO 45001 Lead Auditors) can adapt this to your workplace or review your safety program with you.

(647) 620-5278 · **info@hseadvisor.ca** · **hseadvisor.ca/contact**

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