



CERTIFICATE OF RECOGNITION (COR™) INTERNAL MAINTENANCE ACTION PLAN

NSNY’s COR™ Internal Maintenance Action Plan offers an alternative way for companies to maintain their COR™. An Action Plan is a formal health and safety evaluation for an employer to keep their COR™ status between recertifications. It is designed to implement suggestions for improvement from previous audits and safety objectives outside the normal audit scope. An action plan focuses on 3 criteria: objectives, milestones, and deliverables.

Eligibility Requirements

1. A full-time employee at the company must hold the training requirements
2. Company must have gone through a full three-year COR™ Cycle
3. Company achieved over 80% on last certification audit, or if applying for a 2nd action plan, achieved over 80% on 1st year action plan

Action Plan Proposal

Company Legal Name(s): Joe North Construction

WCB Account Number(s): 44554-445544 Industry Code(s): 202

Please ensure all WCB accounts covered by your existing COR are listed to maintain certification for each.

of Employees: 20 # of Managers/Supervisors: 4 # of Worksites: 3 Company Contact: Joe North

Contact Phone: 867-123-4567 Contact Email: joenorth@gmail.com

Required COR Course	Name of Individual	Certificate Number	Date Completed	Expiry date
Principles of Health & Safety Management	Tim North	35678	April 27, 2017	N/A
Leadership for Safety Excellence	Joe North	45689	June 12, 2019	June 12, 2022
WHMIS Train-the-Trainer OR Basic Instructional Techniques	Tim North	67345	April 3, 2019	April 3, 2022
Auditor Training Program (including student audit)	Tim North	87340	May 7, 2019	May 7, 2022
Basics of Workers' Compensation & Intro to RTW	Tim North	98745	May 24, 2019	N/A
RTW Small/Large Business	Tim North	98476	May 25, 2019	May 25, 2022

Leadership for Safety Excellence training for supervisors

Leadership for Safety Excellence	Name of Individual	Certificate Number	Date Completed	Expiry Date
List all full-time supervisors who have Leadership for Safety Excellence Training (at least 50% of full-time supervisors must have this training)	Joe North	45689	June 12, 2019	June 12, 2022
	Tim North	45690	June 12, 2019	June 12, 2022

*Carefully read through the instructions
on how to develop your action plan*

Instructions for Action Plan Development

Complete the below items on the following pages (the blue boxes). Leave the orange boxes (self score and self scoring notes) blank as these will be filled in once the action plan has been completed and is ready for final submission.

Once the action plan has been developed, submit it by June 30th electronically to cor@yukonsafety.com or info@yukonsafety.com

Objectives:

- Must meet be SMART: Specific, Measurable, Attainable, Relevant, and Time-bound
- Must include 3 – 7 objectives that are started and completed within the calendar year
- Based on your corporate health and safety priorities, projects, or initiatives
- At least one objective must be based on the recommendations from your last external audit

Milestones:

- The breakdown of objectives into specific steps indicating of significant activities
- Specific individual/group responsibilities, target date, deliverable(s), and weighting
- Must include a minimum of 2 and a maximum of 5 for each objective

Deliverables for each Milestone:

- Supporting documentation that will be submitted as evidence of completion of milestones within objectives
- Must be completed and submitted by November 1st

Weighting for each Milestone:

- Depending on the importance of each milestone for reaching the overall objective, assign an appropriate weight
- Total score for all Milestones must equal 100 (see running total on top of next page). Each milestone requires its own score

For more information on developing your Action Plan, please review the [Action Plan instructions](#) found on the NSNY website.

Note: the completed action plan must score a minimum of 60% to maintain the company's COR™ certification and the auditor's certification. If the action plan scores less than the minimum score, an internal COR™ maintenance audit may be required before December 31.

Objective 1

Check box if based on previous audit recommendation

Create three new emergency response plans (ERP) for potential emergencies by end of Q2

At least 1 objective must be based on recommendations from your previous external audit

Milestones (breakdown of milestones or significant activities to complete objective; min 2 to max 5)	Responsibility (individual or group assigned)	Target Date (for completion; plan due Nov 1)	Deliverables (submitted to NSNY as evidence of completion)	Weighting (added to total score)	Self Score (enter upon completion)
Brainstorm with team and JHSC	Safety team & JHSC	07/26/2020	Meeting minutes & sign-in sheet	5	<p>Weighting is up to the company based on how valuable you believe each milestone is. Total Milestone weight must equal 100.</p>
Create response plan for new potential emergencies	Safety team	08/16/2020	Copy of response plan draft	10	
Share response plans with responders	Safety team & responders	08/30/2020	Meeting minutes & sign-in sheet	5	
Complete mock drills on new emergencies	Tim to inform entire company	09/15/2020	Feedback forms	10	
Review completed drills and finalize response plans	Safety team	10/17/2020	Finalized ERP	10	
				Total for Objective 1	0
				40	0

Self Scoring Notes

Action Plan total score must be 100 (total of all objectives combined)

Objective 2

Check box if based on previous audit recommendation

Put both safety coordinators through the NCSO Program by the end of the year

Milestones (breakdown of milestones or significant activities to complete objective; min 2 to max 5)	Responsibility (individual or group assigned)	Target Date (for completion; plan due Nov 1)	Deliverables (submitted to NSNY as evidence of completion)	Weighting (added to total score)	Self Score (enter upon completion)
Contact NSNY and register coordinators for missing courses	Tim North	07/07/2020	Copy of registration email	2	
Complete required training courses	Safety coordinators	09/16/2020	Training records report		
Write NCSO exam	Safety coordinators	10/10/2020	Results		
Celebrate	Safety team & management	10/20/2020	Receipt from restaurant	2	
				Total for Objective 2	
				20	0

Self-scores are entered after each milestone is completed. Self-scores are NOT required during the proposal process, but required during the Final Submission

Don't forget to celebrate your successes!

Self-scoring notes are entered during the Final Submission and are used to justify the self-score awarded for the milestones

Self Scoring Notes

Objective 3

Check box if based on previous audit recommendation

Review and update the Return to Work section of the Company Health & Safety manual by the end of Q3

Milestones (breakdown of milestones or significant activities to complete objective; min 2 to max 5)	Responsibility (individual or group assigned)	Target Date (for completion; plan due Nov 1)	Deliverables (submitted to NSNY as evidence of completion)	Weighting (added to total score)	Self Score (enter upon completion)
Review the NSNY COR Audit Document to determine whether anything is missing	Safety team	07/05/2020	Notes, meeting minutes	5	
Update policy, develop a new plan and send to management for approval	Safety team	08/18/2020	Copy of policy and plan	15	
Notify all staff of the updates through email and meetings during Q3	Safety team & senior management	09/06/2020	Email notification, meeting minutes	15	
Add updated policy and plan to the Health & Safety manual	Safety team	10/01/2020	Copy of manual index	5	
				Total for Objective 3	
				40	0

Self Scoring Notes

Proposal Complete

Submit the Proposal with all blue boxes filled in. Once the NSNY has approved your Proposal, you will work on implementing it throughout the year

Proposal Self-Check

Action Plan Proposals must be submitted electronically with the below items prior to the deadline.

- Completed Proposal
- Developed Action Plan – objectives, milestones, responsibilities, target dates, and weighting

When you have developed your action plan and it is ready to submit, complete the self-check to ensure you have what you need for the proposal

Action Plan Final Submission

Once you have completed all the milestones and objectives, you will complete the remaining pieces of the action plan Proposal, including self-scoring and notes. You will also complete the auditor participation and executive summary on the next two pages. You will be required to review the finalized action plan with senior management and have them sign off on the action plan.

Finalized Action Plans must be submitted electronically to cor@yukonsafety.com with the below items prior to the November 1st deadline.

- Self-score based on the completion of each milestone
- Self-scoring notes for each objective
- All deliverables for each objective & milestone
- Auditor maintenance participation descriptions
- Executive summary outlining the results, strengths, and recommendations
- Senior Company Representative must acknowledge the results of the completed Action Plan by signing and dating

Once all milestones are complete, you will complete the Final Submission. Use this checklist to see what you are required to submit to the NSNY

For more information on the Action Plan Final Submission, please review the [Action Plan instructions](#) found on the NSNY website.

Auditor Participation for Maintenance Requirement

A brief description of how the internal auditor(s) participated in the action plan must be provided and signed by the auditor for the action plan to maintain the auditor's certification for the year. If there was more than 1 internal auditor for the company, please ensure you explain how all auditors were involved in the action plan process.

Auditor Participation

Auditor participation must be included in the Final Submission A brief description of the internal auditor's responsibilities and participation in the action plan must be listed for each auditor who is using this action plan to maintain their auditor status

Auditor Name: _____ Auditor Signature: _____

Final score must be calculated based on what you entered in the self-score for each milestone

Executive Summary

Results, positive areas, and recommendations

Final Self Score / 100

Executive Summary must be included in the Final Submission. Similar to the executive summary you complete for an audit, it must include positive areas and any recommendations the internal auditor(s) have

Review the finalized action plan with a senior manager/owner and have them sign-off.

Senior Company Representative – Sign Off (owner or manager)

Name: _____ Signature: _____ Date: _____