

## COR Terms of Participation

1. The British Columbia Forest Safety Council (BCFSC) is a Certifying Partner for the WorkSafeBC Certificate of Recognition (COR) program.
2. Participation in the COR program is voluntary and does not insulate an employer from penalties or prosecutions under the Workers Compensation Act (the Act). Participants are not exempted from compliance with any of the provisions of the Act and Regulation.
3. Information provided by the employer will be shared between WorkSafeBC and BCFSC in order to determine the employer's eligibility to receive a COR and an incentive.
4. Each participating employer must be registered with WorkSafeBC with an account that is active and kept in good standing.
5. Employers in the forestry sector are automatically eligible to participate in BCFSC's COR program. Employers outside of the forest industry may submit a COR application to BCFSC for review and participation will be subject to approval by WorkSafeBC.
6. As COR program requirements differ with employer size, participating employers must notify the BCFSC immediately of any change in organization size (i.e. under/over 20 employees). Employers are also obligated to notify the BCFSC of any other changes (e.g. changes in employer name, WorkSafeBC account number, Classification Unit (CU), ownership, address, contact details etc.). Information must be provided as soon as the changes occur to prevent a loss of COR certification and eligibility for incentive payments.
7. COR is valid for 3 years, provided the requirements of the BCFSC's COR program standards are met and certification is maintained by submitting annual passing audits. The participating employer agrees:
  - i) To abide by the conditions set by the BCFSC for the conduct and submission of audits;
  - ii) To abide by the decisions made by the BCFSC regarding the acceptance and marking of audits, subject to the BCFSC appeals process;
  - iii) To provide such additional materials or information deemed necessary by the BCFSC to evaluate a submitted audit.  
To ensure, where they are a small employer, that at least one permanent employee has received the required mandatory training as determined by the BCFSC prior to obtaining

- certification and continuously thereafter during the certification period except where a certified external auditor is used.
- iv) Not to make or give any false or misleading representation, statement of fact, or opinion to the BCFSC, or to an auditor, or in a Program Registration Form, nor will it do so to a third party (including WorkSafeBC) about a matter relating to Certification. It will not omit to state a fact necessary to make its representations, statements of fact, or opinions accurate to the BCFSC, an auditor, or third party (including the WorkSafeBC).
  - v) It will not engage in conduct which, in the opinion of the BCFSC or WorkSafeBC, could bring the reputation and credibility of the COR Program into disrepute.

8. Audits must be conducted once per calendar year for a typical 3 year COR cycle, with minimum auditor requirements as illustrated in the following table:

### SMALL COR

Year	Type of Audit	Auditor
1 <sup>st</sup> year	Certification/Recertification	Internal
2 <sup>nd</sup> year	Maintenance	Internal
3 <sup>rd</sup> year	Maintenance	Internal

### LARGE COR

Year	Type of Audit	Auditor
1 <sup>st</sup> year	Certification/Recertification	External
2 <sup>nd</sup> year	Maintenance	Internal
3 <sup>rd</sup> year	Maintenance	Internal

All audits are required to pass (see each audit tool for specific passing, failing and Limited Scope criteria) in order to achieve and maintain certification.

9. Employers have the option of using an External Auditor in place of their internal auditor. All external auditor costs are paid for by the employer being audited.
10. Employers who achieve and maintain COR may be eligible to receive an annual incentive payment from WorkSafeBC.
11. The COR incentive is calculated as a percentage of the base assessment rate from the previous year, multiplied by the employer's total assessable payroll reported from the previous year for each Classification Unit (CU) in which the employer qualifies for an incentive payment. Application for the incentive is managed by the BCFSC and no additional action after the audit is required by the employer.

Calculation:

$10\% \times \text{Assessable Payroll} \times (\text{CU Base Rate} / 100)$   
= Incentive payment.

Example:

$10\% \times \$2,000,000 \text{ annual assessable payroll} \times$   
 $\$4.00 \text{ rate} / 100 = \$8,000 \text{ annual incentive}$

12. The minimum incentive payment is the lesser of \$500 or 50% of what the employer has paid in premiums for the incentive year being calculated.
13. Employers must remain in good standing with WorkSafeBC. WorkSafeBC has listed the following circumstances which may change from time to time, in which an employer's incentive payment may be denied or placed on hold:
  - The employer has engaged in activity which would cause WorkSafeBC to consider imposing, or has resulted in WorkSafeBC imposing, an administrative penalty
  - The employer has suppressed claims for compensation or suppressed claims costs
  - The employer has an outstanding balance related to its WorkSafeBC employer account  
The employer has failed to register with WorkSafeBC
  - The employer has not reported payroll to WorkSafeBC
  - The employer has engaged in other misconduct considered by WorkSafeBC to be inconsistent with participation in the COR program
14. By participating, an employer allows the BCFSC to conduct verification audits on the participating WorkSafeBC account number. Audits may be selected at random, triggered by BCFSC internal review findings, or when requested by WorkSafeBC to confirm the validity of COR certification.
15. **CONFIDENTIALITY**  
BCFSC uses the information solely for the purposes of certification and continual improvement of industry safety performance. Confidential information will not be disclosed to third parties. We recognize that your privacy is valuable and all reasonable measures will be made to protect it.
16. COR Terms of Participation are subject to change.