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| 50      | 52.30  |

Section Title: Prevention and Partnerships  
Subject: SAFE Work Certified Program (SWCP)  
Effective Date: May 1, 2021

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## **A. POLICY PURPOSE**

The SAFE Work Certified Program (SWCP) is a workplace health and safety program administered by SAFE Work Manitoba, a division of the Workers Compensation Board (WCB) responsible for prevention programs and services. Under this program, employers can apply for SAFE Work Certification upon demonstrating their compliance with prescribed workplace safety and health requirements.

While SAFE Work Manitoba oversees the SWCP, the program is delivered, on an operational level, by a network of Certifying Partners (CPs). CPs are safety associations authorized by SWMB to offer certification to employers.

SAFE Work Certification is a necessary condition of eligibility for the Prevention Rebate Program. The SWCP and the Prevention Rebate Program work together to encourage a culture of workplace safety in Manitoba.

This policy outlines the goals of the SWCP, the principles underlying it, and the framework under which it operates.

## **B. POLICY**

### **I. Goals**

The goals of the SWCP are to:

- Reduce workplace injuries and promote a culture of safe work in Manitoba;
- Promote public awareness of workplace safety and enhance compliance with *The Workers Compensation Act* (the Act) and *The Workplace Safety and Health Act*;
- Foster commitment to workplace safety and injury prevention among employers, workers and other stakeholders;
- Enable CPs to effectively implement the SWCP;
- Support industry and employer associations, as well as other organizations, in their efforts to offer IBSPs and certification programs in industry sectors not yet served by them; and
- Enable self-insured employers that are not aligned with a single industry to achieve certification.

### **II. Principles**

- SAFE Work Manitoba is responsible for developing the standards, measures and audit processes to be followed in the certification process.
- The SWCP will effectively prescribe occupational safety standards, measures and processes while remaining flexible enough to adapt to the needs of various industry sectors.
- The SWCP will build on the strengths of existing IBSPs and be implemented by a network of CPs. The CPs, through their IBSPs, should provide guidance and support to workplaces in their efforts to pass the required safety audit.
- The SWCP is a voluntary program that should be accessible and relevant to all Manitoba

workplaces, adapting to workplaces of all sizes in a variety of industries.

- The SWCP should recognize the importance of worker participation in the certification process, including the development and implementation of safety and health management systems.
- SAFE Work Manitoba should incorporate robust quality assurance features to ensure the SWCP meets its goals and that stakeholders are confident that the program is based on objective, audit-driven, standards and processes.

### **III. Program Standards**

Detailed standards, procedures and program requirements are outlined in the Appendices that accompany this policy.

### **IV. Operational Framework**

#### **Certification Process**

The SWCP is overseen by SAFE Work Manitoba and is delivered through a network of CPs. Organizations become CPs by developing IBSPs that meet the requirements of WCB Policy 52.20 *Funding Industry-Based Safety Programs*. They enter into formal agreements with the WCB, operating as SAFE Work Manitoba, to offer these IBSPs to employers.

Employers generally initiate the certification process by applying directly to a CP. CPs are authorized to offer SAFE Work Certification only to employers within the industry sectors specified in the IBSP funding agreements.

For certification to be considered SAFE Work Certification, employers must also be registered with the WCB and must have paid a levy (or equivalent).

CPs are responsible for:

- Offering industry-based safety and health certification programs that meet the requirements of the SWCP;
- Providing SAFE Work Certification to qualifying employers that operate within WCB classification codes assigned to the CP;
- Providing SAFE Work Certification to other qualifying employers, provided the CP has received prior authorization from SAFE Work Manitoba to do so;
- Monitoring employer compliance with program requirements; and
- Serving as an employer's main point of contact for all operational aspects of certification.

The CP offers training and aids in the development and implementation of a safety and health management system, intended to meet SWCP standards.

When the CP and employer believe that the SWCP standards have been met, an audit is conducted by an independent certified auditor.

If the audit is successful, the CP may grant SAFE Work Certification to the employer. If the audit is unsuccessful, the CP will work with the employer to address any deficiencies identified.

In order to maintain certification the workplace must continue to meet certification requirements, including additional maintenance audits each year and a re-certification audit every three years. Further information regarding certification and audit requirements is available in the Appendices that accompany this policy.

An employer may choose to appeal its audit result, or other issues related to certification, by submitting an appeal to the CP.

## **Review of Certification**

Certification is awarded by CPs on the basis of a successful audit, conducted by an independent SAFE Work Certified auditor.

An employer's certification may be placed under review by SAFE Work Manitoba or the CP if there is reason to believe that an employer's safety and health program no longer meets SWCP requirements.

A review may be triggered by a number of factors, including issues raised by stakeholders, administrative penalties or convictions received, frequent Workplace Health and Safety Orders, increasing injuries, or a fatality in the workplace.

The review may identify specific issues to be addressed and require further audits to verify standards are being met. If the verification activities are satisfactorily completed, the employer's certification will no longer be under review.

Further details on the review process are provided in the Appendices that accompany this policy.

## **Loss of Certification**

If, after review, it is determined that an employer's health and safety program no longer meets SWCP requirements, the CP will work with the employer to address the identified deficiencies. The employer must complete a limited scope audit to maintain certification.

If this does not occur, the CP will terminate the employer's certification. The employer may reapply for certification when the deficiencies are addressed.

A CP may also terminate an employer's certification if the employer fails to meet the requirements of continued certification, such as successfully completing annual maintenance audits and a re-certification audit every three years.

## **C. REFERENCES**

*The Workers Compensation Act*, section 54.1

*The Workplace Safety and Health Act* and Regulations

### **Related WCB Policies:**

Policy 52.20, *Funding Industry-Based Safety Programs*

Appendix A: SAFE Work Certified: Standards and Guidelines

Appendix B: SAFE Work Certified: Audit Framework

### **History:**

1. New *SAFE Work Certified Program* Policy 52.30 approved by the Board Order No. 06/16 on January 28, 2016.
2. Policy updated on October 5, 2016 to reference the Administrative Guidelines for this policy (Appendix A and Appendix B) that are published by the SAFE Work Certified Program.
3. Policy was amended by Board Order No. 08/21 on April 19, 2021 to clarify the process for becoming SAFE Work Certified now that the program is operational and to remove references to policies that no longer exist.