

Section	Policy
50	52.30

Section Title: Prevention and Partnerships
Subject: SAFE Work Certified Program (SWCP)
Effective Date: February 1, 2016

POLICY PURPOSE

Under section 54.1 of *The Workers Compensation Act* (the Act) the Workers Compensation Board (WCB) has a mandate to "promote safety and health in workplaces and to prevent and reduce the occurrence of workplace injury and illness." Under this mandate the WCB must:

- a) promote public awareness of workplace safety and health and injury and illness prevention;
- b) promote an understanding of and compliance with the Act and *The Workplace Safety and Health Act*;
- c) foster commitment to workplace safety and health and to injury and illness prevention among employers, workers and other persons;
- d) work with organizations engaged in workplace injury and illness prevention to promote workplace safety and health;
- e) provide training and education about preventing workplace injury and illness;
- f) develop standards for workplace safety and health and training programs, including certification processes for providers; and
- g) publish reports, studies or recommendations about workplace safety and health and injury and illness prevention.

The SAFE Work Certified Program (SWCP) is a key component in fulfilling this mandate. The SWCP is administered by SAFE Work Manitoba, a separate arm of the WCB responsible for prevention programs and services.

This policy sets out the goals of the SWCP, the principles underlying the SWCP, and the general framework under which the SWCP operates.

POLICY

1. GOALS

The goals of the SWCP are to:

- Reduce workplace injuries and illness and promote a culture of safe work in Manitoba.
- Recognize as SAFE Work Certified (SWC) and support pre-existing certification programs of the Manitoba Industry-Based Safety Programs which meet or exceed the SAFE Work Certified Standards. Those include the COR™/SECOR™ Certification Programs in the construction industries offered through the Construction Safety Association of Manitoba (CSAM) and Manitoba Heavy Construction Association (MHCA) WORKSAFELY™ Programs.
- Stimulate and enable the development of certification programs by Industry-Based Safety Programs in other industry sectors.
- Enable self-insured employers that are not aligned to a single industry to achieve certification.

2. PRINCIPLES

The SWCP is founded on the following key principles:

- Maintaining consistency with *The Workplace Safety and Health Act*, and Regulations, and serving as a tool to help workplaces meet legislated safety and health requirements.
- Providing generic occupational safety and health measures and audit processes that can be used or adapted by industries to meet their sector's needs.
- Serving as a voluntary program that is accessible to all Manitoba workplaces.
- The program will be accessible and relevant to all Manitoba workplaces, including different industries and workplaces of all sizes.
- Meet the specific needs and resources of different sized employers and workplaces.
- Coordination and oversight by SAFE Work Manitoba, with implementation by a network of Industry-Based Safety Programs acting as certifying partners.
- Emphasizing and fostering a culture of safety and health within workplaces and throughout Manitoba.

- Emphasizing the importance of active participation by workers in the safety and health management system of a workplace and the certification process.
- Supporting the measurement of prevention performance by workplaces, Industry-Based Safety Programs and/or associations, and SAFE Work Manitoba.
- Building on the strengths of other certification programs and leveraging opportunities for collaboration between SWCP and those programs.
- Incorporating robust quality assurance features to ensure the SWCP meets its goals and that stakeholders are confident that the program is based on objective, high-quality standards and processes.

3. PROGRAM STANDARDS

SAFE Work Manitoba may publish standards and procedures that are consistent with this policy to support the administration and operation of the SWCP, including:

- The standards and procedures contained in the Administrative Guidelines that accompany this policy;
- Standards and procedures to support quality assurance and dispute resolution; and
- Other standards and procedures as determined necessary by SAFE Work Manitoba to support and implement the SWCP.

SAFE Work Manitoba may also recognize standards established by other organizations as meeting some or all of the standards of the SWCP.

4. CERTIFICATION OF EMPLOYERS

SAFE Work Manitoba or its delegate may certify employers who have applied for certification and who meet the standards recognized under this policy.

SAFE Work Certification may be awarded when:

- An employer has provided SAFE Work Manitoba or its delegate with safety audit or safety program review results which merit certification; or
- An Industry-Based Safety Program association has provided SAFE Work Manitoba or its delegate with safety audit or safety program review results which merit certification; or
- An organization whose standards have been recognized under this policy has provided safety audit or safety program review results which merit certification; and

- SAFE Work Manitoba is satisfied that the employer has met the additional criteria for certification, which include being in good standing with the WCB, not having engaged in activities incommensurate with being a certified employer, and other criteria as set out in the Administrative Guidelines.

An employer certified by pre-existing programs under Policy 35.20.20, *Construction Health and Safety Incentive Program*, will continue to receive the benefits flowing from those programs.

Organizations other than SAFE Work Manitoba may, at the discretion of SAFE Work Manitoba, certify employers which have met the standards published under this policy.

The circumstances under which an organization may certify an employer will be defined in a written agreement between SAFE Work Manitoba and the organization awarding the certification.

Organizations that certify employers must adhere to the standards described in this policy and the written agreement with SAFE Work Manitoba.

Organizations that certify employers must notify SAFE Work Manitoba when the employer is certified and must provide such information that SAFE Work Manitoba may request regarding the certification process.

5. DENIAL OF CERTIFICATION TO AN EMPLOYER

When the certification conditions have not been met, SAFE Work Manitoba or its delegate may withhold certification until such time as it determines that the conditions have been met.

6. LOSS OF CERTIFICATION BY AN EMPLOYER

SAFE Work Certification of an employer will remain valid for no more than three calendar years from the date of its certification and provided the employer continues to meet the requirements of the certification program during this time period. This may include specific requirements for maintaining certification over the period and continuing to meet the conditions and other requirements set out in this policy and the Administrative Guidelines.

Failure to meet these requirements may result in the employer having its certification suspended or terminated until such time as SAFE Work Manitoba or its delegate determines certification may be reinstated or continued.

Notwithstanding the fact that an employer has been certified by another organization, SAFE Work Manitoba may remove certification from any employer certified under this policy.

A. REFERENCES

The Workers Compensation Act, section 54.1

The Workplace Safety and Health Act and Regulations

Policy 35.20.20, *Construction Health and Safety Incentive Program*

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.

Administrative Guidelines:

Under WCB Policy 52.30, *SAFE Work Certified Program*, SAFE Work Manitoba may publish standards and procedures that are consistent with the policy to support the administration and operation of the *SAFE Work Certified Program* (SWCP) including:

- The standards and procedures contained in the Administrative Guidelines that accompany the policy;
- Standards and procedures to support quality assurance and dispute resolution; and
- Other standards and procedures as determined necessary by SAFE Work Manitoba to support and implement the SWCP.

The Standards and Guidelines contained in Appendix A of these Administrative Guidelines are published under this authority.

The Audit Framework contained in Appendix B of these Administrative Guidelines are published under this authority.