

August 25, 2017

Our Valued Contractors,

**Re: Implementation of Certificate of Recognition (COR™) Safety Program on York Region Construction Projects**

This letter is to advise that York Region has enlisted the help of Infrastructure Health & Safety Association (ISHA) to assist with our Contractor Management Program, specifically related to occupational health and safety for contractors who perform construction work for York Region.

York Region has elected to implement the **Certificate of Recognition (COR™)** safety program, endorsed by the IHSA, as a requirement on future Regional construction projects with an estimated value in excess of \$150,000. Also, this requirement will not apply to any existing Regional construction contracts, or renewals.

By achieving “COR”, prospective Contractors are able to demonstrate to York Region that their Health and Safety Management System (HSMS) has been developed, implemented, and evaluated on an annual basis through comprehensive internal and external audits. An HSMS is a framework put in place to manage risks, establish controls, and minimize the incidence of injury and illness to workers. This is accomplished by identifying, assessing and controlling risks associated with construction work.

Contractors who have already achieved COR Certification do not need to take any further action in response to this letter, and can continue to enjoy the benefits of their COR status.

Contractors who have not yet registered for COR, and who wish to bid on future Regional construction projects, will be required to meet the following requirements in order to be considered for pre-qualification and/or award for Regional projects:

- **January 1, 2018**      **Phase I – COR Registration**
- **January 1, 2020**      **Phase II – COR Certification**

Contractors interested in bidding on future Regional construction contracts are encouraged to familiarize themselves with COR’s program requirements. A brief overview of the COR Certification Process is noted below:

1. **REGISTRATION** (Must be completed by **January 1, 2018**)
  - Complete and submit the COR Application Form to IHSA.

2. Complete the Mandatory Training Courses
  - A representative from senior management and one designated full-time permanent employee must take prescribed training offered by IHSA.
3. Self-Audit of the HSMS
4. Third-Party Audit of the HSMS
5. **CERTIFICATION** (Must be completed by **January 1, 2020**)
  - Upon the successful completion of the internal and external audits, the employer is issued the ***Certificate of Recognition***.
  - A Letter of Good Standing is issued each year, which verifies that the training elements and auditing standards are maintained. The employer must reapply to the COR program and start the process over in year 4.

For further details about COR and enrollment fees, or to begin the enrollment process, please contact the Centre for Health and Safety Innovation at 1-800-263-5024 or visit their website at [www.ihsa.ca/cor](http://www.ihsa.ca/cor).

Your company's cooperation and participation allows York Region to ensure due diligence, while ensuring the health and safety of all contractors, employees and the community.

Should you have any questions regarding this letter do not hesitate to contact me. I can be reached by email at [jerry.paglia@york.ca](mailto:jerry.paglia@york.ca) or by telephone at 1-800-464-9675 ext. 71650.

Thank you for your cooperation.

Sincerely,



Jerry Paglia  
Director, Procurement Office

Copy to: Matt Metcalfe, Manager, Workplace Health, Safety and Wellness, York Region  
Jan Livingston, Administrative Assistant, Procurement Office, York Region