

5.1 AFPA Medium Employer Certificate of Recognition Process (MECORP)

The Medium Employer designation refers to any company with eleven (11) to thirty (30) employees, inclusive of anyone who carries out activities that directly affect the outcome of the employer's work (i.e. owner, administration, part-time, temporary and sub-contractors, etc.).

The Medium Employer Certificate of Recognition Program (MECORP) is designed to accommodate medium sized businesses looking to obtain a C of R, and is designed to be a graduated audit process.

To be eligible to use this process an employer must,

- Successfully completed the AFPA *Leadership in Health and Safety* (LH&S) Training (the owner or a key member of the organization must be the one to complete the training).
- Fit the definition of a Medium Sized Employer (see above).
- Not hold or have ever held a C of R or SE-COR

Employers with an existing or lapsed C of R cannot fall back into the MECOR (or SECORP) program.

Year 1

- After successful completion of the AFPA *Leadership in Health and Safety Training*, and when the company's health and safety program is ready to be evaluated, participants conduct an **external** audit of their company's Health and Safety Program. This must take place on an active work site, and be completed by an AFPA Certified External Consultant Auditor using the AFPA's SECORP Audit Protocol.
- The auditor will submit a report to the AFPA detailing both the health and safety program's "Strengths" and any "Suggestions for Improvement." The auditor will also attach an Action Plan for all deficient items.
- Once the audit report has been signed off by the AFPA, it will be forwarded by the auditor to the employer, who will be responsible to complete the items detailed in the Action Plan.
- If the audit score is 80% or better, the AFPA will forward a Certificate of Recognition Request to Alberta Human Resources & Employment, and the resulting Medium Employer C of R will be forwarded to the employer.

Year 2

- To maintain their C of R status, MECORP participants must perform a maintenance audit in Year 2 using the regular AFPA PIR-I Audit Protocol. This audit can be done using an AFPA Certified External Consultant Auditor, or by an AFPA Certified Internal or Peer Auditor.
- A minimum score of 50% overall must be achieved to maintain the C of R.
- In the event that this minimum is not met, the MECOR is revoked, and any attempt at re-certification must be undertaken using the regular AFPA PIR-I Audit Process and an AFPA Certified External Auditor. The MECORP process cannot be started again.

Year 3

- A maintenance audit will also have to be performed in Year 3 using the AFPA PIR-I Protocol. In year 3, a minimum overall score of 70% will have to be met, along with a minimum of 50% on each element in order to maintain the C of R.
- In the event that this minimum is not met, the MECOR is revoked, and any attempt at re-certification must be undertaken using the regular AFPA PIR-I Audit Process and an AFPA Certified External Auditor. The MECORP process cannot be started again.

Year 4

- A re-certification audit must be conducted by an External Consultant Auditor using the AFPA PIR-I Protocol.
- If the minimum scoring standards of the regular instrument are met, the AFPA will request a regular C of R for the employer, and the resulting C of R will be forwarded to the employer.
- The employer's continued participation in the program will be completed by following the regular employer process.