

Achieving SOSE through full implementation of COR® 2020: SUPPORTING ONTARIO SAFE EMPLOYERS ACTION PLAN (SAP)

Purpose of a SOSE Action Plan

The SOSE Action Plan (SAP) offers a way for COR® 2020 certified members to achieve SOSE Recognition.

The SAP is an opportunity for an organization that has achieved COR® 2020 through an external audit to develop and implement an action plan to demonstrate full implementation of their occupational health and safety management system (OHSMS). This means that COR® 2020 has been 100% implemented, with no outstanding non-conformities as verified by a third-party auditor.

The SAP must be completed and all SOSE Application documents submitted to the Ministry of Labour, Immigration, Training, and Skills Development (MLITSD) as per the timelines outlined in the SOSE program. An action plan focuses on three criteria: objectives, milestones, and deliverables.

Eligibility Requirements

COR® 2020 eligibility requirements

- Company is COR® 2020 certified through an external third-party COR® 2020 audit.
 - 100% legislation
 - 65% minimum per element
 - 80% minimum overall score

SOSE eligibility requirements

- In compliance with the MLITSD's SOSE employer recognition criteria.
- 100% implementation of a CPO-accredited occupational health and safety management system.
 - Specifically, an employer seeking CPO recognition under SOSE must provide the CPO with the result of the third-party audit demonstrating that all outstanding non-conformities have been fulfilled prior to applying for CPO recognition.

Qualifying audit results for COR® 2020 employers applying for SOSE recognition

COR® 2020 employers can apply for SOSE recognition when their third-party audit result meets one of the following criteria:

- The initial COR® 2020 third-party audit score is 100%; or
- The third-party audit of the employer's SAP confirms full implementation (100% SAP audit score).

SOSE Action Plan Development

Organizations will develop their SAP based on the Corrective Action from their most recent successful COR® 2020 external audit. The SAP must include the following items:

- SAP must include Objectives and Milestones as described below.
- Once approved by IHSA – contact your Associate Auditor to schedule and plan for the third-party external verification audit to confirm full implementation of the SAP.
- The Associate Auditor will initiate the *SOSE Verification Audit Plan and Cost Estimate* process for the verification audit scope and cost estimate.

Objectives

Objectives are the goals you plan to accomplish. They can be thought of as mini projects. They have start and end times and the steps required.

Objectives for the SAP must:

- Be **SMART**: Specific, Measurable, Attainable, Relevant, and Time-bound.
- Include **all Corrective Action items identified** during the most recent successful COR® 2020 external audit.

Milestones

Milestones are the steps you take to complete the objective. They may include steps such as planning, research, development, implementation, and follow-up.

Milestones for your SAP should:

- Be written clearly and be actionable.
- Include two to five milestones for **each** objective.
- Be assigned to a specific person or group of people.
- Have a target date of completion.
- Have evidence to demonstrate the milestone was achieved.

Third Party Audit of Completed SAP

The company will work on developing and implementing their SAP following the closing meeting with the Associate Auditor. Once the company has completed **all** its milestones and fully implemented **all** of its objectives, it will prepare the verification audit of its SAP. The third-party verification audit for SOSE must include the following items:

- Completion of each Objective.
- Notes for each Objective and Milestone.
- Evidence to validate completion for each Objective and Milestone.
- Executive summary outlining the results, strengths, and recommendations.

The senior management representative must acknowledge the results of the completed SAP by signing and dating.

External Audit Scoring

Companies must achieve a score of 100% on the third-party SOSE verification audit to be eligible for SOSE, which demonstrates full implementation of the company's OHSMS.

Executive Summary

The executive summary will outline the overall SOSE verification audit results, including listing the positive areas of the process and any recommendations made by the Associate Auditor(s).

The final report submitted to the MLITSD must include the COR® 2020 external audit report and SOSE verification audit report.

SOSE Action Plan Process

1. Successfully complete a COR® 2020 external audit.
2. [Develop your SOSE Action Plan \(SAP\)](#), including objectives and milestones to address all deficiencies identified during the COR® 2020 external audit and achieve a score of 100%.
3. Implement your SAP and gather evidence to demonstrate that all objectives and milestones have been met.
4. Submit the SAP to your Associate Auditor.
 - a. The Associate Auditor will follow up with their COR® Lead Auditor to get the SAP approved by IHSA.
 - b. SAP implementation must be validated through an external audit by your Associate Auditor.

The external audit of the SAP (along with the rest of your SOSE employer recognition application) must be completed and submitted to the MLITSD no later than 12 months from the completion of your initial external audit.

To apply for the MLITSD's Supporting Ontario Safe Employers program, [click here](#).