

CQ EVALUATION & QUARTERLY REVIEW

TIPS AND INSIGHTS



TODAY'S AGENDA

- Evaluation Overview
- Highlight – the Quarterly Review.
- Evaluation Team and the work they do!
- Effects on your Approval Status.
- Re-Evaluation.
- Q & A



ABOUT THE EVALUATION



EVERY SUBSCRIBER RECEIVES AN EVALUATION

All those providing data to clients.



MAJOR FEATURE OF THE PLATFORM

Essential asset to both contractors and clients.



INCLUDES A MIX OF PERFORMANCE AND HEALTH & SAFETY MS SYSTEM ELEMENTS

Looks at Legislative compliance and industry best practices.



PROVIDES ASSURANCE TO CLIENTS

Ensures clients their contractors are qualified and have the credentials in place.



REVIEW OF HSE MANUAL DOCUMENTATION

And any supporting documents.



TEAM OF CREDENTIALLED EVALUATORS

Our network of experienced safety professionals perform our evaluation and vet against our criteria.



Evaluation Overview

- All subscribers (or contractors) receive the CQN Evaluation.
- Our evaluation is used to assess subscribers' health, safety and environmental prequalification submittals. We look at questionnaire responses & the contents of your HSE Manual.
- Our evaluation is a major feature of the platform. The evaluation assures clients that their vendors are meeting specific and measurable management standards and have satisfactory safety programs.
- Our network of credentialed and experienced safety professionals complete all our evaluations. Our evaluation team reviews the contractors' HSE Manual document submittal, and vets against criteria which includes HSE standards and content that aligns with legislative compliance.

WHEN DOES THE EVALUATION HAPPEN?

1. ONCE A SUBSCRIBER IS COMPLETE ALL CQN 'REQUIRED FOR APPROVAL' QUESTIONS AND DOCUMENTS.
2. REVIEWED UPON REQUEST WHEN NEW DOCUMENTS ARE SUBMITTED.
3. EVERY QUARTER. SYSTEM GENERATED REVIEW ON SECTION 1: SAFE WORK PERFORMANCE AND SECTION 2.1: HSE MANAGEMENT SYSTEM AUDIT.



There are three ways an evaluation can be initiated:

- For new subscribers, an evaluation is triggered once the subscriber completes all 'Required for Approval' questionnaire and document submittals. Once the account is complete, the account goes in que to our Evaluation team. Evaluations typically take anywhere from 1-4 business days depending on the extensiveness of the manual or document submittal or depending on the number of evaluations in que. Once the Evaluation is complete, subscribers can see their score in the Evaluation box on the Home dashboard, or from the Evaluation section in the left side menu.

VIEWING YOUR EVALUATION

Evaluation box on Home page.

- Once the Evaluation is complete, your company's score is visible in the Evaluation box at the bottom of the Home page.
- Widget displays:
 - Silver or Gold Status.
 - Your overall score & percentage.
 - Date of last evaluation.



Tip: Ensure the Evaluation is visible to your Clients!

- The Evaluation is available to client organizations that you are connected to (ensure data access is enabled).
- Clients rely on the CQN Evaluation as part of their assessment criteria.
- The Evaluation is a key element of the approval process for both CQN and your client.

Evaluation section from menu.

- Click on the Evaluation section from the left side menu to access your full Evaluation.
- Evaluation section displays:
 - Criteria per section.
 - Score per section.
 - Downloadable resources.
 - Comments provided by the evaluator.



CQN EVALUATION: TWO TYPES

Manual Process conducted by our
Evaluation team.

System Component: Quarterly
Review



THE QUARTERLY REVIEW

SYSTEM REVIEW OF SAFE WORK PERFORMANCE.

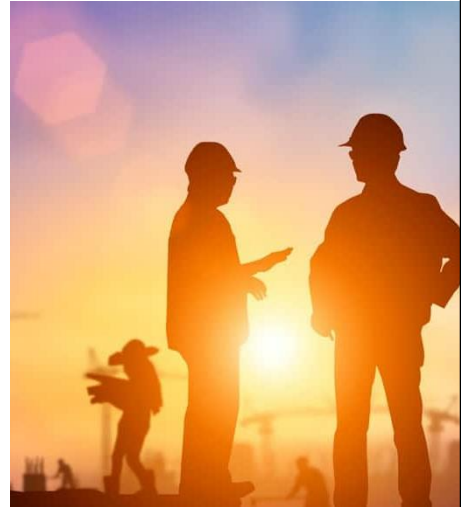
THESE COMPONENTS ARE EVALUATED EVERY QUARTER:

- Workers Compensation Performance
- Fatal Injuries or Illnesses
- OHS Prosecutions
- OHS / Environmental Citations
- HSE – MS Audit (COR or equivalent)

SYSTEM READS DATA FROM YOUR QUESTIONNAIRE & WCB PREMIUM RATE STATEMENTS.

NEXT REVIEW: MARCH 31, 2023

ANNUAL UPDATE OF DATA MAY AFFECT YOUR EVALUATION SCORE.



CQ
NETWORK

Quarterly Review

Many may not realize there is a system component included in the evaluation. As mentioned, the quarterly review generates points from the system reading data from within your account. **Typically, the first quarterly review is the most affected due to the annual update of data.**

When looking at your Evaluation section, Section 1. Safe Work Performance is evaluated each quarter. This includes:

- Workers Compensation Performance
- Fatal Injuries or Illnesses
- OHS Prosecutions
- OHS / Environmental Citations
- HSE-MS Audit (Certificate of Recognition)

The system reads data from:

- Questionnaire – including the stats page (past three years) and two of the OHS Regulatory Compliance questions (also three years of data).
- Documents - from the Premium Rate statement data and the Health and Safety Audit Certificate (or Letter of Intent).

QUARTERLY REVIEW: SECTION 1 SAFE WORK PERFORMANCE

1 Safe Work Performance

1.1 Workers' Compensation Data		Score: 25 / 25
Definition / Description	Points are awarded for maintaining a cumulative WCB rate better than industry average. The calculation includes the previous three years of WCB experience for all provinces, territories and states where WCB/WISB/EMR data has been provided.	
Scoring	• 25 points for WCB rate in discount position	
1.2 Fatal Injuries or Illnesses		Score: 0
Scoring	• Subtract 50 points for each fatality in the last three years	
1.3 Prosecutions (under OH&S / Environmental Legislation)		Score: 0
Scoring	• Subtract 25 points for each successful prosecution in the last three years	
1.4 Citations (under OH&S / Environmental Legislation)		Score: 0
Scoring	• Subtract 15 points for each order issued in the last three years	

Quarterly Review – Section 1 Safe Work Performance

This view shows Section 1 of your Evaluation, so it should look familiar. There are four parts, each showing the Definition and Scoring Criteria. Each Section reads data from either the document submittal or questions: these had to be updated this year, as part of the annual update. Depending on the new data, you may see a change to your score in the upcoming review.



1.1 WORKERS COMPENSATION DATA

Points are awarded for maintaining a WCB rate better than industry average.

System calculates rate based on past 3-year cumulative total to determine Discount or Surcharge position.

Current year (2023) Premium Rate data is not used in the cumulative total.

25 points are gained for WCB rate in discount positions.

Completed Documents	
Commercial General Insurance	Required for Approval
Automotive Insurance	Required for Approval
Certificate of Incorporation	Required for Approval
HSE Manual	Required for Approval
Premium Rate Statement - Alberta (2020)	Required for Approval
Premium Rate Statement - Alberta (2021)	Required for Approval
Premium Rate Statement - Alberta (2022)	Required for Approval
Premium Rate Statement - Alberta (2023)	Required for Approval



Section 1.1 – Workers’ Compensation Data

Data collected from your Premium rate statements is a component in the quarterly Evaluation. The system reads the data input from the premium rate statement and determines if you are in a Discount or Surcharge position based on a calculation that includes the previous three years of your WCB experience for all provinces, territories and states where WCB/WSIB/EMR data has been provided (eg. 2020, 2021 and 2022). Your 2023 WCB Premium Rate data is not used in the three-year cumulative total.

25 Points are awarded for maintaining a WCB Rate better than industry average (discount position). If you have a rating of at industry average or higher, the score will display 0 out of the 25 points allotted and will show as red.

1.2 FATAL INJURIES OR ILLNESS

System reads the data from the Fatalities item on the stats page (H & S and Environmental Performance page).

Counts total fatalities in the last three years.

Due to severity, 50 points are subtracted for each fatality for each year.



	Edit	Edit	Edit
	2020	2021	2022
Employees ⓘ	165	168	166
Management Hours ⓘ	373000	384522	374521
Occupational Hours ⓘ	0	0	0
Total Hours ⓘ	373000	384522	374521
Near Miss / Near Hit Incidents ⓘ	0	0	0
First Aid Injuries ⓘ	1	0	1
Medical Treatment Injuries ⓘ	0	0	0
Restricted Work Day Cases ⓘ	0	0	0
Lost Time Injuries ⓘ	0	0	0
Days Lost ⓘ	0	0	0
Fatalities ⓘ	0	0	0

Section 1.2 Fatal Injuries or Illness

The system reads the data from the stats page – this can be found within your Questionnaire by going to the OHS Management section and choosing the H & S and Environmental Performance page.

The system counts how many fatalities have occurred in the last three years. This section can carry a lot of weight, obviously, due to the severity of these type of events.

50 points are subtracted for each fatality.

1.3 PROSECUTIONS

Regulatory Compliance page. 'Are there any H & S related judgements, claims or suits pending or outstanding against the company?'

Subtract 25 points for each successful prosecution in the last three years.

The screenshot shows a form with the following elements:

- A question: "Are there any H&S-related judgments, claims or suits pending or outstanding against the company?" (circled in purple)
- A note: "Included by CQN, TF Energy Solutions, University of British Columbia"
- A star icon and text: "★ Required for approval by CQN"
- Radio buttons for "Yes" and "No", with "No" selected (indicated by a green dot).
- Year selection: "Year:" followed by buttons for "2022", "2021", and "2020".
- Input fields for "Total number for each year:" with values "0", "0", and "0" (circled in purple).

Section 1.3 Prosecutions (under OH&S / Environmental Legislation)

The system looks to the OHS Management section on the Regulatory Compliance page, it will look at the judgements, claims and suits against the company.

25 points are lost for each prosecution in the last three years.

1.4 CITATIONS

Regulatory Compliance page. 'Has the company received any H & S related warnings, citations, stop work orders, or equivalent in the past three years?'

Subtract 15 points for each order issued in the last three years.

Has the company received any H&S-related warnings, citations, stop work orders or equivalent in the past three years?

Included by CQN, TF Energy Solutions, University of British Columbia

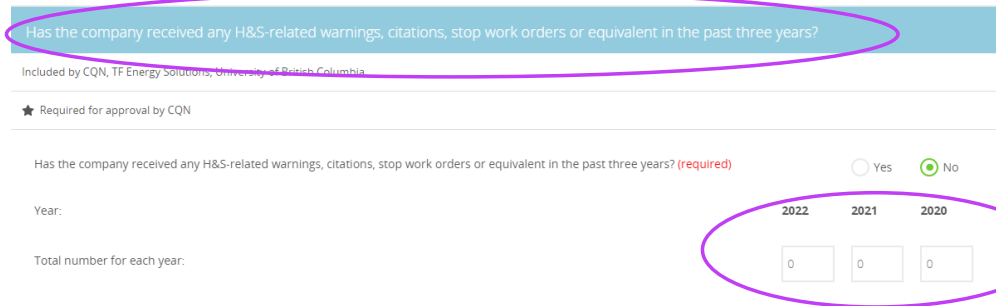
★ Required for approval by CQN

Has the company received any H&S-related warnings, citations, stop work orders or equivalent in the past three years? (required) Yes No

Year:

2022	2021	2020
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Total number for each year:



Section 1.4 Citations

The second question from the Regulatory Compliance page: regarding H & S related warnings, citations, stop work orders or equivalent in the past three years. This does include any and all types of citations or orders issued to your company.

15 points are subtracted for each.



WARNINGS, CITATIONS, STOP WORK ORDERS

Evaluation box on Home page.

- Employer database containing definitions and regulatory compliance data of employers:
- <https://www.alberta.ca/ohs-orders.aspx>
- Search for you company's data:
- <https://www.alberta.ca/employer-records-using-database.aspx>

Orders (general)

When an OHS officer observes non-compliance with OHS laws, the officer may issue an order. An order requires an employer to take action to bring the work site back into compliance with OHS laws. An order is lifted when the employer meets the order's requirements.

Stop Work Orders

When an OHS officer observes that work is being carried out in a manner that is unhealthy or unsafe, the officer may issue a stop work order. A stop work order requires that work is stopped immediately, and may apply to an entire work site, or to certain activities or areas of a work site. A stop work order is lifted when the requirements of the order are met.

Stop Use Orders

OHS officers have authority to stop use of equipment that's observed to be unsafe or that has the potential to seriously injure workers. A stop use order is lifted when the requirements of the order are met.

OHS Tickets

OHS officers have authority to write immediate, on-the-spot tickets against employers and workers who put health and safety at risk. OHS tickets use the same form as Alberta traffic tickets. Tickets can be issued to any work site party, depending on the non-compliance observed.

Alberta

Search employer records

Basic Search

Employer Name:

Industry Name:

Order By:

- Name
- Lost Time Claim Rate
- Disabling Injuries Rate
- Number of Fatalities

[Advanced Search](#)

Guidance:

Look to your provincial databases for definitions, resources and employer regulatory compliance data to ensure you are reporting properly. In Alberta, for example, the province has a database for searching for your company's information. CQN does evaluate the data that is entered into the system, but more and more commonly, clients are referring to these sites to ensure the data entered into the system matches the governments data.

Also, for the Sections that we just covered (Section 1.2 – 1.4) when you see zero (0) as your score and the section is green, this is a good thing because it is showing that there are no points subtracted for that section. If the section displays in red, you will see a negative number in the score section and those points are deducted from the score.

SECTION 2.1 HSE MANAGEMENT SYSTEM AUDIT

Points are awarded for maintaining a current HSE MS Audit.

Upload certificate or letter to the Health and Safety Audit Certificate (or Letter of Intent) requirement.

Gold Evaluation status criteria.

50 points are gained for current audit with certificate, 25 points if registered with certifying partner with letter of intent.

2.1 HSE Management System Audit

Score: 50 / 50

Definition / Description The systematic examination of an HSE management system to evaluate its implementation and effectiveness.

Legislation / Best Practice

- HSE management system auditing is not a legislated requirement in Canada or the United States.
- Various industries (construction, trucking / transportation, mining, chemical manufacturing, nuclear, et al) have established audit protocols for the benefit of their sectors as a best practise activity.
- There are many HSE management system audit protocols in use in North America and around the world.
- In Canada, most provinces and territories (excepting Ontario, Quebec, PEI) have implemented the Certificate of Recognition (COR) program.
- A Certificate of Recognition (COR) is a document issued jointly by a Certifying Partner (e.g., ENFORM, Alberta Construction Safety Association (ACSA), Manufacturers' Health and Safety Association (MHSA) and Alberta Human Resources and Employment, Workplace Partnerships (AHRE)).
- The COR recognizes that an employer's health and safety management system has been evaluated by a certified auditor and has been found to meet the Partnership's standard.
- While each of the provincial / territorial COR programs are independently administered, they each maintain the following principles:
 - COR's are issued by participating Certifying Partners to corporations that have implemented a health and safety management system that meets legislated OHS requirements (and in some cases industry best practices) for the industry sector.
 - Implementation of the health and safety system is verified by formalized audit conducted by peer-, or third party, auditors.
 - Auditors are trained, or accredited, to standard established by the Certifying Partner.
 - Certifying Partners are typically industry associations active in various economic sectors for example the Nova Scotia Construction Safety Association, British Columbia Forest Safety Council or Alberta Association for Safety Partnerships.

Scoring

- 50 points for current HSE MS audit
- 25 points if registered with certifying partner

Resources

- [COR Alberta Fact Sheet.pdf](#)

Link

- [Alberta Certificate of Recognition](#)
- [ANSI Z10](#)
- [CSA 11000](#)
- [DNV-ISO 9001](#)
- [Savaria Lamson, LLC](#)
- [OHSAS 18001](#)



Section 2.1 HSE Management System Audit

The system looks for a document uploaded to the Health and Safety Audit Certificate requirement or the Health and Safety Audit Certificate – Letter of Intent requirement. These documents are found within the CQN list of requirements and looks for COR or an equivalent health and safety management system that has been evaluated by an auditor and meets the partners standards.

These are not 'Required for Approval' document submittals, but they do add 50 points in our Evaluation (25 points for the letter of intent and being registered in the process).

Section 2.1 is also an important part of the evaluation as this section must be complete in order to achieve the CQ Network Gold Evaluation standing, and the Advanced Approval status.

EVALUATION SCORE & APPROVAL STATUS

The following requirements must be met and maintained, to achieve:

CQ Network Standard approval:

Minimum Evaluation score of 60%.

All 'Required for Approval' CQN questions and documents must be complete.

CQ Network Advanced approval:

Minimum Evaluation score of 85%.

No single evaluation question scored at '0' (except for questions 1.2 - 1.4).

An acceptable HSE-MS has been complete and is current.

All 'Required for Approval' CQN questions and documents must be complete.



Evaluation Score & Approval Status

As you can see, the evaluation score does affect your approval status. Standard approval status – 60% score and complete all requirements. Advanced approval status – 85% evaluation score, no 0 scores and Section 2.1 complete.

As mentioned, the next quarterly review is on March 31. For those already complete the annual update, that is great, thank you. For those with outstanding items, you should be aware as the deadline was March 1, 2023, and your approval status would be set to Not Approved. In order to have your approval status reinstated, please ensure your account is complete.

**EVALUATION
& OUR
EVALUATION
TEAM**

**HEALTH, SAFETY & ENVIRONMENTAL MGMT.
EVALUATION CRITERIA COVERS:**

- HSE Policy Statement
- Internal Responsibility System
- Right / Duty to Refuse Imminent Danger
- New Site / Project Risk Assessment
- New Task / Equipment Risk Assessment
- Field Level Risk Assessment
- Formal Workplace Inspections
- Group HSE Communications
- Investigations - Regulatory / Legislated Requirements
- Investigation - Executive / Senior Management Review and Sign-off
- Subcontractor Controls and Assessment
- WHMIS
- Modified Work Policy and Program
- Substance Abuse Prevention

**TRAINING, SKILLS DEVELOPMENT &
RECORD-KEEPING CRITERIA COVERS:**

- New Employee Orientation
- Supervisors / Managers Training
- Training Records

CQN NETWORK


Evaluation – Conducted by Evaluation Team

The heavy lifting part of the evaluation is the work done by our evaluators. Unlike many other third-party databases, our evaluation team reads and reviews all files submitted to the HSE Manual document requirement (within the CQN list). We do not use a computer-based program to scan documents for certain phrases or words that meet legislation. Our people read your manuals!

For the remaining sections within the evaluation, not covered in our quarterly review, these are scored based on the findings from our evaluators and they provide the score. That is all Health, Safety and Environmental management sections (after Section 2.1) and the Training, Skills Development and Record-keeping sections.

It is important, when reviewing your evaluation, to ensure you familiarize yourself with our scoring criteria. Most sections require management standards, policies as well as supporting plans/outlines or checklists. Our main goal is to ensure subscribers are passing and showing their best in evaluation. We have an ample number of resources to assist subscribers with the evaluation. Remember, within each section, look for the Resource. You can download these documents and use the parts that work best for your organization.

REQUEST A RE-EVALUATION

- Subsequent evaluations can be requested upon submitting new documentation to address missing points (Except for Section 1. Safe Work Performance)
- Upload new files to the HSE Manual requirement (CQN list of documents).
- Email us to request a new evaluation at support@cqnetwork.com.
- Title the email 'Re-evaluation Request'.
- Include a brief description of the documents provided and the Evaluation Section they apply to.
- Reach out to us for help! 



Re-Evaluations

One more thing of importance, which I touched on briefly at the beginning of the presentation, is the Re-evaluation. Once you have had the initial evaluation, you may have missing points in certain sections, or want to improve your score. Subsequent evaluations can be requested upon submitting new documentation to address missing points. You can upload new files to the HSE Manual document requirement and have these reviewed.

The process is very simple :

- Once you have submitted new material, email us to request a new evaluation at support@cqnetwork.com.
- Please title the email 'Re-evaluation Request'.
- Include a brief description of the documents provided and the Evaluation Section they apply to.
- Once received, our team will ensure the documents are verified and set your account in que for the evaluation. Again, this may take 1-4 business days depending on the content and current list of those in que.

DO YOU HAVE CONTRACTORS?

MAINTAIN THIS LEVEL OF DUE DILIGENCE THROUGH TO YOUR CONTRACTORS.

THIS CAN BE DONE EASILY WITHIN YOUR CURRENT ACCOUNT.



Want to manage your own contractors:

You can keep this same level of due diligence through to your own contractors as well. This functionality is part of your existing CQN account. There is no extra cost to manage your own contractors through CQN's platform. If this is a topic you would like to discuss in more detail, please get in contact with us!

QUESTION TIME!

PLEASE CALL OR EMAIL US WITH ANY QUESTIONS.

THANK YOU FOR YOUR TIME TODAY!

CONTACT US VIA:

EMAIL: SUPPORT@CQNETWORK.COM

CALL: 1.780-449.5545

OR, USE OUR CHAT FEATURE.



WWW.CQNETWORK.COM

