



Oil Sands Safety Association – Membership Structure – FAQ’s

The following are some potential questions and answers associated with the requirement for Service and Training Providers to become Members of the Oil Sands Safety Association

If you have questions that are not answered here, please refer to our website which will have additional FAQ’s

Otherwise, please contact the OSSA office at 780 791-4944 or by email at info@ossa-wb.ca.

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<p>Why the Membership change?</p>	<p>Three main reasons for broadening OSSA’s membership levels:</p> <p>Growth</p> <p>Currently the OSSA member companies provide all resources to administer all OSSA business.</p> <p>Costs have been on the increase over the past few years, and a substantial amount of the expenses incurred by OSSA are costs associated with non-member companies regionally and throughout the province accepting or requiring OSSA credentials.</p> <p>OSSA’s funding model needed to be aligned to better position itself for an increase in demand on resources.</p> <p>Alignment</p> <p>Interest by Contractor and Non-OSSA member companies to be involved in the work and success of standardized safety training and practices in the region which they endorse do not currently have an opportunity to support or link into OSSA’s work.</p> <p>Training which provided by the Contractor, Labour Provider and Non-Profit Associations using their own Accredited training programs are not currently recognized.</p> <p>Assurance of System Integrity</p> <p>Finally, For-Profit Training Providers have increased their offering of courses as a result of expanding demand, which also results in increased costs to OSSA, as OSSA continues to ensure the integrity of the systems at its own cost.</p>
<p>What are OSSA membership categories?</p>	<p>OSSA Membership Categories are as follows:</p> <ul style="list-style-type: none"> • Owner – Currently exists • Associate - New • Commercial (For-Profit) - New • Non-Commercial - New
<p>What is an Owner Member?</p>	<p>Owner Members are companies who equally support the direct funding of the Association’s Operating Costs. This membership level is only on an invite or request level of an Oil Sands Company level.</p>
<p>How do I become an Owner Member?</p>	<p>Currently this Membership level is limited to Albian Sands, Canadian Natural Resources, Suncor Energy and Syncrude Canada.</p> <p>Companies requesting this membership, if meeting the requirements, will be provided a New Owner Member package with specific details and commitment requirements.</p>
<p>What is the expectation of being an Owner member?</p>	<p>All Owner members are bound by the Association bylaws. This includes but is not limited to: Full acceptance and implementation of current standards and codes of practices, required participation at the Board and Steering Committee level and providing company resources as required.</p>
<p>What is the cost of an Owner member?</p>	<p>If approved in this category, the Owner company will be required to provide their equal share of required funding to support the budgetary operating costs.</p> <p>In addition, there will be a one-time “good will” fee that will be required which recognizes the work done by the Association.</p>

<p>What is and how do I become an Associate Member?</p>	<p>This new category is under review/development.</p> <p>Currently this membership will be on an invite only basis.</p> <p>Scope, Benefits and Costs yet to be defined.</p>
<p>What is a Commercial Member?</p>	<p>A Commercial membership is required by anyone who wishes to deliver an OSSA Accredited program (eg. Fall Protection) and/or Product (eg. OSSA Orientation), who charges a fee and is not defined as a “non-profit” organization.</p> <p>This membership is a commitment by the Service and/or Training Provider to ensure adequate processes are in place to ensure integrity, quality and consistency of program delivery of their Accredited Program.</p>
<p>What is a “Non-Profit” organization</p>	<p>Non-Profit organizations are defined as Contractors (eg. Jacobs), Labour Providers (eg. AB Bldg Trades) or Non for profit Associations (eg. MHSA) who deliver an Accredited training program to their direct workforce or membership at no net cost.</p>
<p>Do I have to be a Commercial or Non-Commercial member to deliver an Accredited Training program?</p>	<p>Yes</p>
<p>How do I become a Commercial Member</p>	<p>Membership application and process is available on the OSSA Website.</p>
<p>How much is the “Commercial” Membership fee?</p>	<p>\$3000 annually for Service Providers \$3000 annually for Training Providers</p>
<p>How much is the “Non-Commercial” membership fee?</p>	<p>Non-Commercial members do not pay an annual fee as OSSA is absorbing these costs.</p> <p>It is a value of OSSA that Non-Profit organizations provide OSSA Accredited training to their own workers or constituents, which is at no cost.</p>
<p>What are the some of the benefits or opportunities of being a Commercial or Non- Commercial member?</p>	<p>Some of the benefits are, but not limited to:</p> <p>Increased assurance that there is a level playing field between Service and Training Providers.</p> <p>Expanding market as an increase in acceptance of the OSSA standard continues with an anticipated increase in OSSA member companies and through other non-OSSA companies and organizations requiring OSSA credentials.</p> <p>Advertising and Maintenance of the Training Provider contact information on the OSSA Website, as an Accredited Service and/or Training Provider.</p> <p>Access and input to Standards which are under development, being revised or approved.</p> <p>Invitations and attendance to the: Annual Training Provider communication session and Annual General Meeting.</p> <p>Timely Program Review and Administrative Audits of Accredited Programs.</p>

When does the Membership change take effect?	For all new Service and Training Providers – Immediately For all existing Service and Training Providers – January 1 st , 2009.
If I am currently an Accredited Service or Training Provider, when do I have to let OSSA know that I intend to join OSSA as a member?	We are requesting that existing Service and Training Providers inform OSSA by October 31 st , 2009 by email to kim.saruga@ossa-wb.ca and tim.gondek@ossa-wb.ca You will have to satisfactorily meet the new requirements for Memberships and receive your Membership Certificate by December 31 st , 2008.
What happens if I don't confirm by October 31st, 2008	Your contact information will be removed from the OSSA website and your program will no longer be accredited or approved by OSSA.
What do I have to do to join?	Upon confirmation to OSSA that you are interested in joining as a member, you will be sent or directed to fill out and submit the applicable Membership Application form with the required back up documentation.
Do I have to apply for a "Non Commercial" membership, even though no fee is required?	Yes. Although OSSA is absorbing the membership fee, you are still required to become a member, including all of the necessary documentation requirements.
Does the membership fee include the Accreditation fees?	No. Accreditation fees and related costs are specific to that process only. The Membership structure focuses on the commitment of the Provider to have all the systems and processes in place to execute consistent, quality delivery of their Accredited program, including but not limited to an annual self-assessment audit required in advance of renewing for future Membership.
What information will be required for me to submit to be approved for Membership?	Separate from the information required by the Accreditation process, Commercial Members will be required to submit their Administrative policies that support consistent: Instructor, Classroom and Evaluation Management.
Why the need for this information?	As the result of Audits conducted over the past 2 years it has been determined that there is an inconsistent level of supporting processes and policies throughout the system causing a potential non-level playing field.
What is my membership cost if I am both a Service and a Training Provider?	Due to the differences between the products that Service Providers and Training Providers deliver, Service and Training Providers will be required to hold separate Memberships one as a Service Provider and one as a Training Provider, so the result would be an annual fee of \$6,000.
What other changes are OSSA looking at in the future?	OSSA will be re-evaluating Train the Trainer programs and the requirements associated with their future approval. Early Audit findings have identified that there appears to be an inconsistent application of Instructor management resulting in a diminished quality of training of Accredited Training Programs.
Other Questions not	Please send and email to info@ossa-wb.ca or contact our office at 780 791 4944 .

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