



## April 2021 COR Communication

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### FAQ's for Determining Criteria of a Representative Work Site Sampling

#### ***What does representative work site sampling mean?***

Audits must be representative of the overall company operations, using the following criteria to determine the scope of an audit:

- Where multiple accounts/industry codes, they must be represented in the site sampling.
- If the size of the work site or the number of workers at the site differs greatly, the auditor must include a cross section of sites that represent these differences.
- Include any sites where conditions may vary or are not consistent with the majority of sites inside the operation (e.g., hazards, geographic location).
- The main office must be included in the scope of every audit (both certification and maintenance years).

#### ***Is there a minimum number of sites that must be included?***

Yes, Partnerships sets the standards as defined below:

- 2 sites, all sites must be visited.
- 3-4 sites, at least 2 sites must be visited.
- 5-8 sites, at least 3 sites must be visited.
- 9 -30 sites, a third of the sites must be visited (calculations must be rounded *up* to the nearest whole number).

*Vehicles and mobile equipment are considered work sites and must be included in the audit. They should not be counted towards the minimum sites required.*

Where an employer's operation is composed of 3-30 fixed sites, all sites **must** be included in an audit at some point during the 3-year audit cycle. Note that depending on the size and complexity of the operations, more sites may need to be included to meet all the representative sampling requirements for the audit.



***Is it okay to just meet the minimum establish numbers of sites in an audit year?***

In cases where an employer's operation is not consistent across sites with regards to location, working conditions, type of work, number of employees, work site sizes, etc. a sampling of more than the minimum number of sites may be required.

***Can I audit the same sites in the Re – Certification audit year?***

If an employer has more than 2 sites – No – the auditor cannot use the same combination of sites for COR recertification that were used for the last certification audit.

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## **FAQ's for Determining Representative Interview Sampling**

***What does a representative interview sample mean?***

Partnerships sets the standards for the required Interview sampling and it must be representative of both the size and the complexity of the organization being audited. All business units and levels of the organization must be reflected in the sample.

***How do I determine the interview sampling size?***

To be "representative" the interview sample must consider all of the following variables:

- **Number of years employees have been with the company**
- **Department**
- **Levels of Personnel**
- **Shifts**
- **Company History**
- **WCB Industry Codes**

***How do I determine how many interviews to complete?***

As set in Partnerships Standards, the sampling is based on the total employee numbers in the organization, not the total number of employees at the sites included in the scope of the audit. To help determine the sampling size, CCSA audit tool calculates the minimum number of interviews required for the auditor. Note that depending on the nature of the operation, sample sizes above the suggested minimums may be required.

***Can I give a schedule to the auditor of who will be interviewed?***

No, interview subjects must be selected by the Auditor and depending on the nature of the operation, sample sizes above the suggested minimums may be required.

Should the auditor have questions DO reach out to the CCSA COR team at [COR@ab-ccsa.ca](mailto:COR@ab-ccsa.ca).