



September 2021 COR Communication

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NEW Auditor Training Dates

Looking to send staff to be trained to be a certified auditor? New dates have been added for both the [Occupational Health and Safety Management Systems: Basics for Auditors](#) (Sep. 22-23) and the [Auditor Training Workshop](#) (Oct. 13-14).

Audit Tool Questions Element 1-5

Throughout the Quality Assurance (QA) process, The CCSA COR Team identified specific questions that had the most inaccuracies. To assist CCSA Certified Auditors in understanding these questions better, this month the COR team has highlighted questions in elements one through five.

1.12 Does management participate in meetings where health and safety is discussed?

To award points for this question there must be documented evidence of management participation in meetings where health and safety is on the agenda.

- Suggested examples include H&S meeting minutes. It can also include any meetings where management was in attendance and H&S was on the agenda such as leadership meetings, department meetings, etc.
 - When answering this question be sure you provide how many meeting minutes were reviewed and out of those, how many had management participation. I.e., 20 HSC meeting minutes and 5 leadership meeting minutes reviewed, 18/20 included management participation.
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2.08 Are employees designated to lead the formal hazard assessment process trained?

Questions 7.03 (Have individuals leading formal inspections received training?) and 9.06 (Have the individuals leading investigations been trained in investigation techniques?) are similar.

- To answer these questions, you must first determine who leads the processes (hazard assessment, inspections, and investigation), by review of documents.
 - Once you have determined who leads this process, review the forms (hazard assessment, inspections, and investigation forms) to confirm that the employees who are to lead the process, have led the process.
 - Then review the training records to confirm that those who lead the process have been trained
 - Be sure you provide quantification, especially if not all have been trained (i.e., 7 employees identified as leads, 5 out of 7 verified as trained).
 - Include examples of the completed training.
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2.11 Does the employer have a process for conducting site-specific hazard assessments (SSHA) when:

a) A new activity has been temporarily introduced at the work site?

- Examples may include hand hygiene, temperature checks, new equipment, contractor on site, etc.

b) When work is conducted at a temporary/mobile work site?

- Examples may include bus trips or if your facility is displaced (fire, flood, etc)

***All employers should have the SSHA process in place even if they think they will not be using it. All employees should know the process and how to use it if needed.

Note – For more information on SSHA; CCSA has released webinars in our [leadership 101 video series](#) and [workers video series](#) on SSHA.

2.12 Have site-specific hazard assessments (SSHA) been conducted before work begins on the day of the job? Repeated if changes are introduced?

a) Conducted before work begins on the day of the job?

- For example, if you have a contractor coming to your work site then a completing a SSHA by all effected staff before work begins. If hazards are noted, then controls must be put in place.
- Include examples.

b) Repeated if changes are introduced?

- For example, your SSHA may have to be repeated due to any changes. This could include weather, contractors changing areas they are working in for tasks they are performing, etc.
 - Include examples.
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3.08 Is there a process in place for preventative maintenance (PM) of equipment, vehicles, facilities, and tools?

- Preventative maintenance (PM) is a set of planned maintenance that happens regularly to avoid breakdowns or failure for equipment, vehicles, facilities, and tools. For example, performing an oil change on a vehicle.
 - Review of a policy and/or process is in place where ongoing PM for all areas (equipment, vehicles, facilities, and tools).
 - Review of a PM schedule where applicable. For example, PM schedules for elevators, fire extinguishers, boilers, hood vent, busses, snowplows, site equipment such as maintenance power tools, kitchen ovens, fridges.
 - Include examples.
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Element 3

3.11 – 3.16 Violence and Harassment Prevention policies and procedures

- Ensure to read the guidelines provided for what MUST be included in the policies and procedures. For example, 3.11 has 4 required criteria and can be scored by how many of the required criteria have been met.
- These documents can be one or two but must include the required criteria for each question.



3.17 Have the Violence and Harassment Policies and Procedures been reviewed?

- The policies must state that the policies and/or procedures are to be reviewed if any of the 3 criteria happens:
 - When an incident occurs related to violence and/or harassment; or
 - If the HSC or HS representative recommend a review; or
 - at least every 3 years
- To award points the violence and harassment procedures must at minimum, been reviewed at least once in the past 3 years.
- Look for documentation to see if the HSC or Rep recommended a review or if there was an incident related to violence or harassment where there should have been a review.

4.06 Have the HSC members and/or the HS representative(s) been trained in their duties and responsibilities?

- Currently, at minimum the co-chairs and/or representative must have completed the 1-day mandatory training to award points
- Review the Terms of reference (TOR) to confirm what training the facility requires of the HSC members and/or HS representative
- Review of training records of HSC members and/or representatives against the TOR
- Include examples of the types of training the co-chairs and member have completed.

Reminders

- All your justification notes must provide **details/examples** to justify the score awarded
- All questions require a justification note
- If you cannot verify a question, ask the contact person what document will verify this.
- When quantification is required, provide the percentage or fraction.
- Interview questions - providing the cohort breakdown, helps the employer determine where the gaps exist.
- KEY strength - ensure a maximum of 1 per element
- Key SFI - ensure a maximum of 1 per element or for any question that scores less than 80%

Should you have further questions, please reach out to the CCSA COR team at COR@ab-ccsa.ca. We're here to help.