



Continuing Care Safety Association

COR Connections | September 2023

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Resource Reminder: CCSA's 2023 Audit Tool



CCSA's 2023 Audit Tool Updates is a helpful tool we encourage auditors to utilize. All the Audit Tool changes applied at the end of 2022 are highlighted to guide auditors in which documentation to review, interview questions to ask, and areas/measures to observe with the goal of easing the audit process and final report writing.

[CCSA's 2023 Audit Tool](#)

Audit Tip of the Month: Provide the Cohort Breakdown

All interview questions that **score less than 100%** are required to have a cohort breakdown (i.e., x/managers, x/supervisors, x/workers). The cohort breakdown allows employers to target their corrective actions, where required.



QUESTION 2.08, 7.03 & 9.06

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 both similar questions to 2.08.**

- To answer these questions, auditor must first confirm who leads the processes (by reviewing the hazard assessments, inspections, investigation forms), then confirm (through a review of the training records) whether those who were leading the process have been trained.

Auditor to have 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.

Upcoming Training! OHSMS: Basics for Auditors - Last Course in 2023



Do you know a colleague or friend who would benefit from, or wants to take, CCSA's OHSMS Basics for Auditors class?

We have an upcoming course for them!

Wednesday October 11th and Thursday October 12th

This will be our last course for 2023 and has been known to sell out quickly. Get your tickets while they're still available!

[Register Now](#)

Contact Us

Should you have concerns or questions, please reach out to the CCSA COR team at COR@ab-ccsa.ca.

We are here to help.



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