



Continuing Care Safety Association

COR Connections | October 2023

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Auditor Refresher Recommendations



For Internal Auditors: We recommend that you are re-certified with Auditor Refresher training in your organization's External Recertification year.

Reason being: If your re-certification/refresher training is completed in a Maintenance year, then you could miss the opportunity to participate in that year's Maintenance Audit.

[Register Now](#)

Audit Tip of the Month: OHSMS Improvement and SSHAs/FLHAs

The focus of the COR audit is continuous improvement, not just compliance with questions or legislation. SFI's, Strengths, Introductions and Concluding Comments need to address more than just compliance; they should focus on how correcting deficiencies will specifically assist with improving the overall health and safety system.



Site-Specific Hazard Assessments/ Field Level HAs

QUESTION 2.11

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 new procedures such as, hand hygiene, temperature checks, new equipment, contractor on site, etc.

B) When work is conducted at a temporary/mobile work site (whether employer owned or not)?

- 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.

QUESTION 2.12

2.11 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 a contractor comes to the work site, then an SSHA must be completed 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, the 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.

REMEMBER

- **SSHA questions** are to be asked of all the interviewees, not just those involved in the SSHA process. It is important that even if the individuals are not directly involved, they should know, at a minimum, what is required. Anyone in the workplace may need to do a SSHA; processes can change in any department, or a hazard can become uncontrolled at any point, and everyone needs to know what to do in these instances.
- **“Site-Specific” Hazard Assessments (SSHAs) and “Field Level” Hazard Assessments (FLHAs)** are interchangeable terms, which should be considered by auditors during the documentation phase because some organizations may use FLHAs instead of SSHAs.



Alberta OHS: CBSA Info Sheet and Frequently Asked Questions

Please see an overview of the Complexity-Based Scalable Audit project which is one of the COR strategic plan objectives to modernize the COR program.

CBSA Quick Facts:

- Improves effectiveness and efficiency of the audit process.
 - Adopts a Plan-Do-Check-Act model in the audit instrument.
 - Incorporates employer complexity and scalability into the audit instrument.
 - Incorporates industry-specific content into the audit instrument.
 - Design the audit to work for small employers and owner operators.
 - Reinforce the integrity and credibility of the COR program.
- Forms the basis for enhanced COR development.



Links Below:

- **CBSA Info Sheet**
[OHS Resource Portal. Complexity-Based Scalable Audit \(CBSA\) Info Sheet \(alberta.ca\).](#)
- **CBSA FAQ Sheet**
[OHS Resource Portal. Frequently asked questions: Complexity-Based Scalable Audit \(CBSA\) \(alberta.ca\).](#)

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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