



COR Connections | June 2024

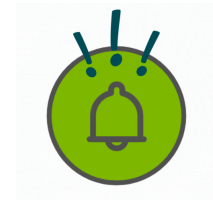
In this month's edition...

- [Check out the Newly Updated 2024 Auditor Resources](#)
- [Have you Checked out our YouTube Channel?](#)
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Check out the Newly Updated 2024 Auditor Resources

These resources are great for:

- planning your audit,
- conducting your audit, and
- strengthening your audit process knowledge!



2024 Auditor Resources

Have you Checked out our YouTube Channel?

We have many videos and playlists available for you to watch, including topics like these:

- Body Mechanics,
- Emergency Response,
- Giving Effective Safety Talks,
- Incident Investigation,
- Mental Health and Wellness,
- MIP Techniques & MSD Prevention: Manual Materials Handling,
- MIP Techniques & MSD Prevention: Safe Resident Handling,
- Summer Safety,
- Violence and Harassment at the Worksite

And many others!

Our short videos are a great way to brush up on your safety knowledge

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Audit Tip of the Month

Audit Question 3.13

A question we frequently receive is how often to review the V&H Plan.

Have the Violence and Harassment plans been reviewed as per legislated requirements? The violence and harassment plans must be reviewed as per legislated requirements (Alberta) or Federal legislation for federally regulated employers. The legislation under OHS Code Part 27 states:

- **390.7(3)**
 - (a) when an incident of violence occurs;
 - (b) if the joint health and safety committee or the
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 - (a) when an incident of harassment occurs;
 - (b) if the joint health and safety committee or the

- health and safety representative, if applicable, recommends a review of the plan;
- (c) every 3 years.

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- **For Auditors**

- For scoring, the auditor can score the audit question based on 1 criterion because this question is quantified by the review being conducted as per the legislative requirements, not whether each 3 criteria are listed in the organization's plan. The auditor can check which of the 3 events happened last and score based on whether a plan review occurred.
- Here's an example of how to score this question: The auditor would check if there was an incident, and if the plan was reviewed; If no incident occurred, then did the HSC or Rep request a review and was the plan reviewed? If there is no request for review, was the plan reviewed



every 3 years? Look at what the Hazard Assessment states, does the Hazard Assessment list the V&H Plan as a control? If incidents are repetitive, then analyze whether that control is working as intended. From the audit perspective, points can be awarded based on 1 criterion existing.

To help the employer improve their OHSMS, auditors could consider creating an SFI that explains why the plan and OHSMS would be improved by adapting the plan review to another model, such as the one mentioned below.

- **For Employers**

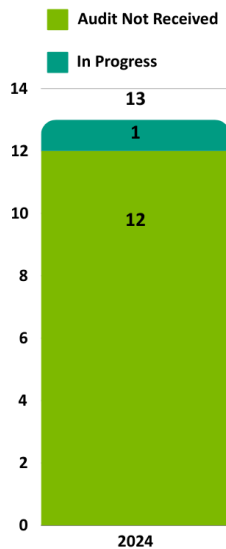
- At a minimum, employers should review the plan when appropriate based on the number of incidents occurring. Employers need to ensure the plan is representative of their work environment and meets legislative requirements (the legislation should be included as triggers in the policy since the question asks if it was reviewed as per the legislation). The policy must reflect what will occur, and each employer must decide what that looks like. If the frequency of V&H incidents is high, the HSC could add a standing meeting agenda item and review incidents in bulk at each meeting. For example, the HSC could review incidents at every meeting, or produce and review an analysis of the incidents at every meeting, to determine what's occurring in their organization.

- For either scenario, employers must have a policy trigger/mechanism that states how this will occur. The HSC could look at incident trends such as time of day, shift, activity, etc., and base the review on the trends that are uniquely applicable to them. Ultimately, the policy should stipulate a policy "trigger" for when to review the organization's V&H policy/process to determine what the requirements are and what the frequency states for review.

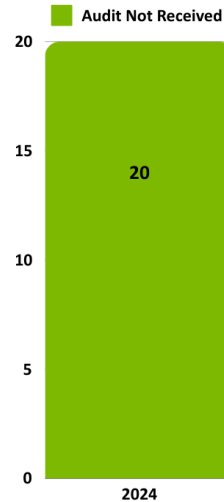
NOTE: Each organization's situation will be different so auditors must analyze the V&H plan uniquely and not apply a blanket statement to audit questions.

COR Audits by the Numbers

Registered Certification Audits by Status



Registered Maintenance Audits by Status



Questions?

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