



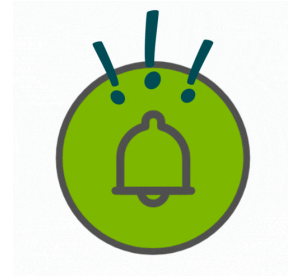
COR Connections | September 2024

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Reminder: AuditSoft Internal Auditor Training

The upcoming AuditSoft training for internal auditors will take place on September 24th. Invites for these sessions were sent by AuditSoft on July 31st, so please check your emails! The morning session is scheduled from 10:00 -11:15 a.m. and the afternoon session runs from 2:00-3:15 p.m. Take advantage of this opportunity to ask questions and learn more about the AuditSoft tool



[Audit Tip of the Month - Hazard Assessment \(2.1, 2.2, 2.3, 2.4\)](#)

Together, these sections ensure that all jobs/positions, tasks and hazards are included in the hazard assessment process.

Question 2.1.

Requires that all jobs/positions have been identified and inventoried for the formal hazard assessment process, ensuring that every job/position is accounted for in the documentation. Sampling is not acceptable.

Question 2.2.

Builds on 2.1 by requiring that a list of tasks for each of those jobs/positions has been compiled. Due to the word “each” there is no ability to sample jobs/positions for this question.

- This question requires that all positions identified in 2.1 be reviewed to see if tasks have been assigned to them. The quantification is then out of the number of positions identified in 2.1. A review of all the jobs/positions needs to occur to ensure that they all have a selection of tasks identified for each of them.
- A count of tasks is not permitted to answer this question. To gain full marks for this question the audit note must indicate that all X positions have tasks associated with them and provide some examples of tasks that are completed. E.g., Position A does Tasks 1, 2, 3, and position B includes Tasks 4, 5, 6.
- While there is a requirement that the auditor lists tasks that were missed, it is understood that an auditor’s level of experience in the industry would impact their ability to identify missing tasks. It is expected though that the auditor would be able to identify if there were missing tasks based on information gained through the completion of the employer profile information at the start of the audit, observations the auditor has made during their site tour and observations, and/or through information gained during their interviews.

Question 2.3.

Follows 2.2, asking if health and safety hazards are identified for the tasks. Although not specified in the guidelines, sampling is permitted.

- This is a 2 part question with the note being required to identify a quantification of tasks that have health hazards identified and examples, and a quantification of tasks that have safety hazards identified and examples.
 - E.g. A sample of 10 jobs is identified from Employer Z. Within the 10 jobs, there are 60 tasks combined. A review of the 60 tasks identifies that 58 /60 tasks have at least 1 health hazard. Examples of health hazards identified include hazard A & B for position 1, hazard C, D, E for position 2. Within the