



## COR Connections | October 2024

### In this month's edition...

- [Audit Tip of the Month - Question 6.1](#)
- [Conducting Interviews in AuditSoft/ Entering Bulk Interviews](#)
- [Peak Season Reminder](#)
- [Event Reminder: OHS Members Forum, November 19](#)
- [COR Audits by Numbers - 2024 YTD](#)

### Audit Tip of the Month - Question 6.1

#### **Audit Question 6.1 - Is a process in place to address the protection of others not under the employer's direction?**

*The process must take into account the protection of other workers not under the employer's direction, visitors and other persons in the vicinity of work that is being carried out.*



In previous years, and in some instances, question 6.1 was scored using a contractor policy with contractors being noted as "others not under the employer's direction". However, the Partnerships Team has provided further direction that contractors under the direction of the employer are not to be used to answer

the question. Auditors should also ensure there is a process for other persons in the vicinity of the work that is being carried out.

**Auditors**, please note this for future audits as part of the documentation review.

**Employers**, please note that for your policy and process, you should include other persons in the vicinity of the work that is being carried out.

See the examples below which may be used in the process to address the protection of others not under your direction. If you have any questions, please get in touch with the CCSA COR Team at [COR@AB-CCSA.ca](mailto:COR@AB-CCSA.ca)

Examples could include:

- Members of the public and/or other persons in the vicinity of the worksite.
- Family visiting residents as well as visitors to the facility.
- Specialized medical services for example:
  - blood work is ordered for collection for a specific patient on site;
  - PT / OT / speech comes to the facility to work with a patient.
- Personal care services
  - An independent hairstylist that operates within the space of the facility but is not hired by the facility (e.g. they rent space in the building to operate out of). The operation of the hair salon is not regulated by the Continuing Care Director or their staff. This person would be a self-employed figure under the legislation. However, because this person is in the facility (entering the building) the responsibility of the Continuing Care Director/Staff extends to things like ensuring the hairdresser knows the emergency response procedures to evacuate the building in case of fire, ensuring they sign in and out, if there is an outbreak in the building the hairdresser must be informed of the hazards and obey the control measures in place.
  - Mobile personal services (massage, hair, or manicure/pedicure) are arranged to be delivered in the individual's unit.
- Other workers not under the direction of the employer could also include:
  - Mail carriers.



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## Conducting Interviews in AuditSoft/ Entering Bulk Interviews

In some cases, it may not be practical to record interview results on your computer while conducting interviews. For example, if you are at a remote site, you may need



to interview employees in your vehicle. It may be more practical for you to record your results on paper. Then, when you return to your home office, these paper results must be entered. Rather than entering the results individually, you can use the bulk data entry option to enter the combined results of multiple interviews.

A reminder to auditors when entering bulk interviews for interviewees in a group you must always group interviews based on the questions asked before entering them. This grouping must be done on a role and interviewee attribute basis. For example, you must enter bulk interview results separately for:

- **Workers** and,
- **Workers who are also part of the Joint Health and Safety Committee (JHSC)**

For more information on Conducting Interviews can be found here: [Conduct Interviews | AuditSoft](#)

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## Peak Season Reminder



October through to December is CCSA's peak season, therefore the sooner you can complete the audit or action plan submission, the better.

**Action Plans are due to the CCSA by November 30!**

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## Event Reminder: OHS Members Forum, November 19

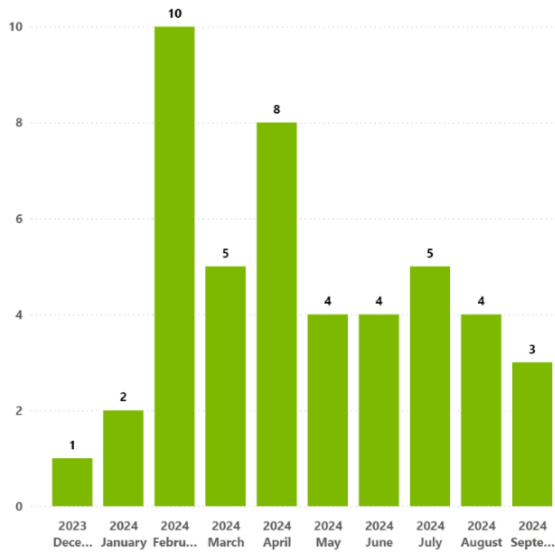
Join the next virtual OHS Members Forum "**Emergency Response Plans**" on November 19, 2024, 1:00-2:00 p.m. If your WCB industry code is either 82808 (continuing care/long-term care) or 82800 (supportive living/designated supportive living) you are invited for this event, registration is required.

[Register](#)

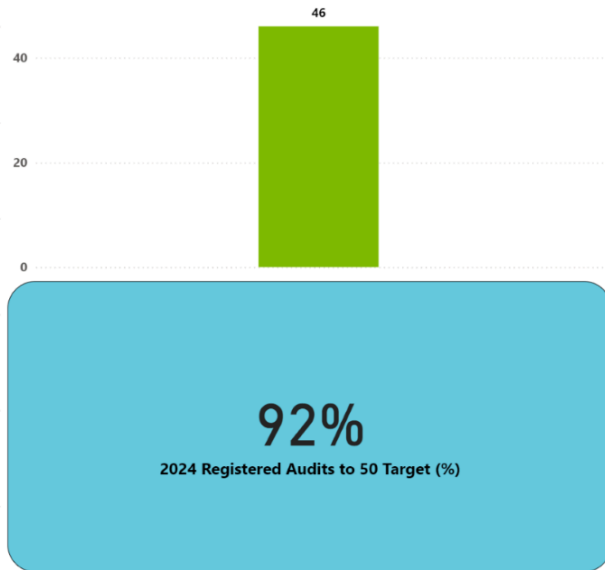
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## COR Audits by Numbers - 2024 YTD

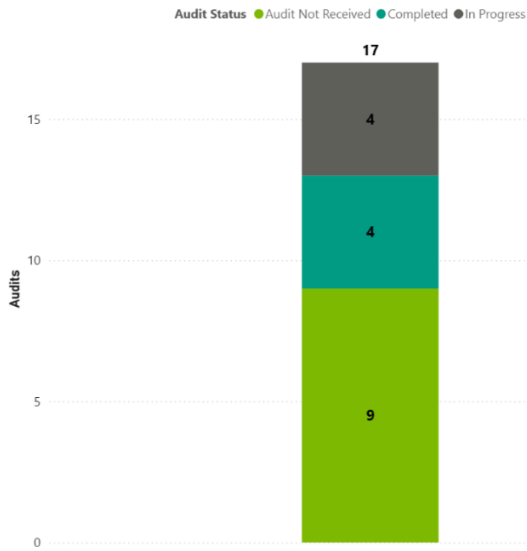
Registered Audits By Month for 2024



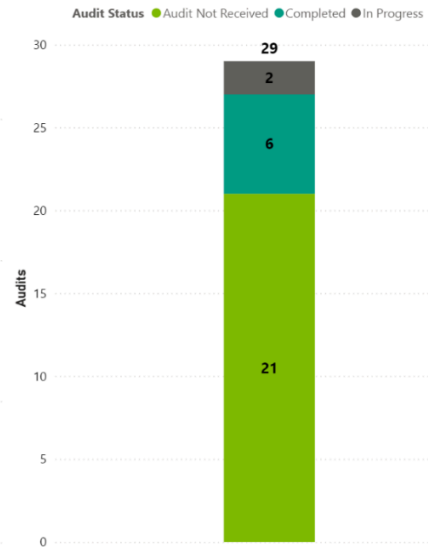
Registered Audits YTD 2024



Registered Certification Audits By Status



Registered Maintenance Audits By Status



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