



## COR Connections | December 2024

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### Happy Holidays to You and Your Loved Ones!

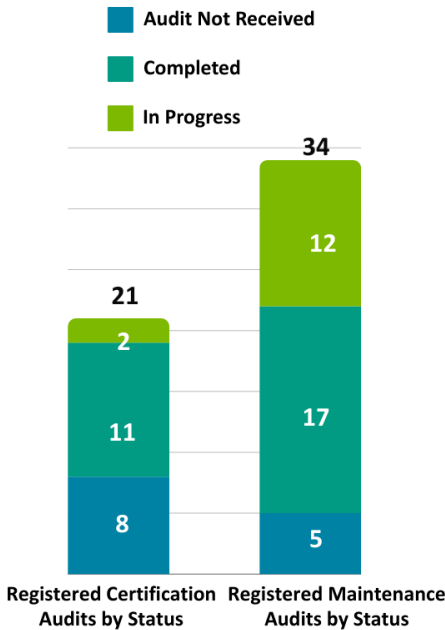
We wanted to say a big thank you to all CCSA Certified Auditors and Member Organizations for all of your hard work this year and for your ongoing dedication to the COR program. We greatly look forward to working with you all in 2025! Have a safe and happy holiday season!

# Data Gathering Deadline Reminder

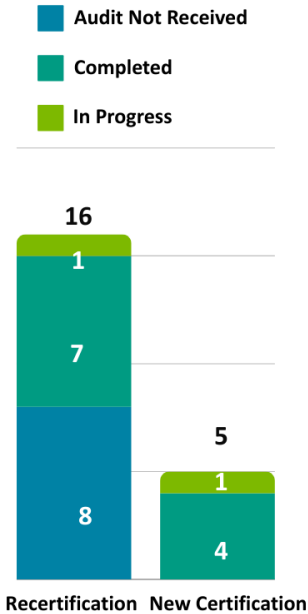
For those audits in progress, or who may have not yet started, all data gathering activities must be completed on or before **December 31, 2024**. Report writing can extend into 2025, but data gathering cannot, so please be mindful that all data gathering must be completed by the year's end.

## COR Audits by Numbers - 2024 YTD

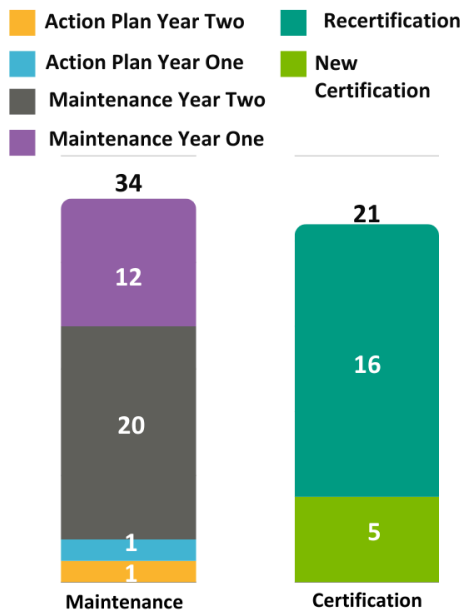
Registered Certification/ Maintenance Audits by Status



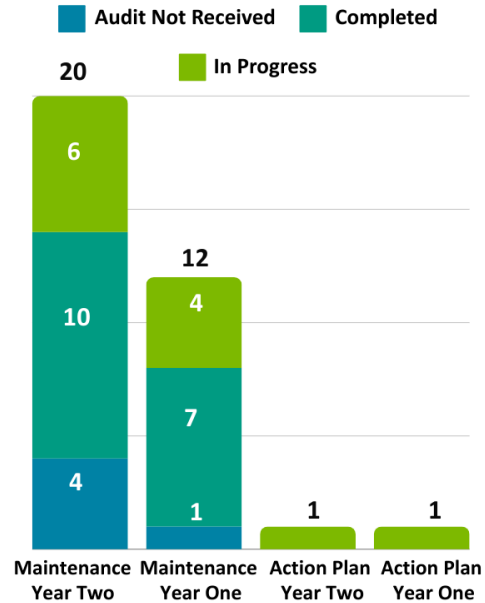
Registered Certification Audits by Status



## Registered Maintenance Audits by Status



## Audit Type Major



## Audit Tip of the Month: Element 3 Hazard Control

### Audit Question 3.1: Have controls been identified for the hazards listed in the formal hazard assessments?

- For audit question 3.1, auditors must refer to audit question 2.3, use their sample of hazards and then carry through to 3.1 by looking at how many of those hazards from 2.3 have controls identified using the documentation validation method.
- Controls must be verified per hazard, not per hazard assessment; Question guideline states that points are awarded based on the percentage of hazards for which controls have been identified in audit question 2.3. This means, that if the auditor sampled 10 formal
- Justification note must include some controls for highest hazard items in sample to verify they have priority. The highest hazard task would be identified in 2.4.
- Justification note must also include examples, such as the task, the hazard type, and the controls associated with the hazard, as well as examples of any hazards that are missing controls.
- Example Justification Note: Auditor reviewed samples of hazard controls obtained from FHAs in 2.3 to confirm that the appropriate

hazard assessments in 2.3 and within those 10 hazard assessments, there were 10 safety hazards and 10 health hazards, the total number of hazards for the sample in 3.1 is  $x/20$ .

- To quantify, auditors must state how many hazard assessments were reviewed ( $y$ ) and how many hazards had controls identified ( $x$ ) to get the ratio ( $x/y$ ).

control measures have been applied to  $x/y$  hazards identified.

Some examples are:

- [task] [hazard] [examples of controls]
- [task] [hazard] [examples of controls]
- [task] [hazard] [examples of controls]
- HIGH HAZARD [task] [hazard] [examples of controls]

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For questions 3.2 to 3.4, the auditor must sample some of the highest hazard items to verify they have priority, and these items should be indicated in the justification note.

### **Audit Question 3.2: Have identified engineering controls been implemented?**

- For audit question 3.2, auditors must take a sample of engineering controls from 3.1 and confirm they are in place through observation.
- The justification note must be clear about which controls observed are specifically listed on the formal hazard assessment. Also, the note should include examples of the engineering controls sampled and confirmed implemented through observation, and examples of any that were not implemented.
- To quantify, auditors must take the number ( $y$ ) of engineering controls from the hazards listed on the FHA (obtained from 3.1), and the

### **Audit Question 3.3: Have identified administrative controls been implemented?**

- For audit question 3.3, auditors must take a sample of administrative controls from 3.1 and confirm they are in place through documentation review.
- The justification note must include some examples of the administrative controls implemented, and any that were not implemented. Auditors can check a schedule to verify the control “taking breaks”.
- To quantify, take the number of controls from the hazards listed on the FHA obtained from 3.1 ( $y$ ), and the number of administrative

number (x) of engineering controls observed as implemented, to get the ratio (x/y).

- Example Justification Note: Auditor completed observation tour of the audited sites and confirms that x/y engineering controls sampled\* were confirmed implemented.
  - [task] [hazard] [examples of controls]
  - [task] [hazard] [examples of controls]
  - [task] [hazard] [examples of controls]
  - HIGH HAZARD [task] [hazard type] [examples of controls observed]

*\* This will be the number of engineering controls identified for the 20 hazards, but there might not always be 20 engineering controls so it is possible that this will be a smaller sample size.*

controls validated as implemented (x) to get the ratio (x/y).

- Example Justification Note: Auditor completed observation tour of the audited sites and confirms that x/y administrative controls sampled\* were confirmed implemented.
  - [task] [hazard] [examples of controls observed]
  - [task] [hazard] [examples of controls observed]
  - [task] [hazard] [examples of controls observed]
  - HIGH HAZARD [task] [hazard type] [examples of controls observed]

*\* This will be the number of administrative controls identified for the 20 hazards, but there might not always be 20 administrative controls so it is possible that this will be a smaller sample size.*

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### **Audit Question 3.4: Have the identified personal protective equipment (PPE) controls been implemented?**

- For audit question 3.4, auditors must take a sample of PPE controls from 3.1 and confirm they are in place through observation.
- The justification note must include some examples of the PPE controls implemented, any that were not, and additionally, a brief description of which employee role was observed using the PPE and during which task.
- Example Justification Note: Auditor completed an observation tour of the audited sites confirms that x/y PPE controls sampled\* were confirmed implemented
  - [task] [hazard] [examples of controls]
  - [task] [hazard] [examples of controls]
  - [task] [hazard] [examples of controls]

- To quantify, take the number of controls from the hazards listed on the FHA obtained from 3.1 (y), and the number of PPE controls observed as implemented (x) to get the ratio (x/y).

- HIGH HAZARD [task]  
[hazard type] [examples of controls observed]

*\* This will be the number of PPE controls identified for the 20 hazards, but there might not always be 20 PPE controls so it is possible that this will be a smaller sample size.*



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