



COR Auditor's Guidelines

Approved: 2020



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Element 1: Management Leadership & Organizational Commitment

Management commitment and leadership is the essential foundation for a successful occupational health and safety management system (OHSMS). Management and employees working cooperatively together is required for a health and safety system to succeed.

	DIO	Who to interview	Questions	Auditor notes Expectations	Points based on positives:
1.1	D		Is there a written Health and Safety Policy signed by the current senior manager?	Must be signed by current senior manager and must include: a) declaration of management commitment to H & S that addresses physical, psychological and social well-being, and b) general H & S responsibilities of Managers, Supervisors, workers and contractors, and c) expectation that employees will comply with gov't legislation and company's own H & S standards.	100%
1.2	O		Is the Health and Safety policy readily available to employees?	Explain how it is made available to all employees (where is it posted?)	%
1.3	I	Senior Manager, Manager, a/o Supervisor	Is the health and safety policy communicated to employees? (This is about a communication process.)	Interviewees must be able to describe how they communicate H & S policy to employees and contractors. (give examples).	%
1.4	I	Employees	Are employees aware of the health and safety policy's content?	Verify awareness of the content of the H & S policy (not word for word but an overview of what the interviewee knows to be in the policy). Provide examples of responses that are formulated into a sentence or two.	%

	DIO	Who to interview	Questions	Auditor Notes Expectations	Points based on positives:
1.5	D		Have specific health and safety responsibilities been written for all levels?	Give specifics found in documentation reviewed other than the policy . For: Senior Managers, Managers, Supervisors, Workers.	%
1.6 a - c	I	Employees	Do employees understand (a) - their individual OHS rights? (b) - company assigned H & S responsibilities? (c) - legislated H & S responsibilities?	Employees must be able to identify the three OHS rights (right to know, right to participate and right to refuse dangerous work) as well they must know their company designated H & S responsibilities and the legislation that applies to the work they do. Examples required for all three.	%
1.7	I	Manager & Supervisor	Do managers and supervisors understand their responsibility for the H & S of the workers under their supervision?	Must be able to describe how they ensure the H & S of the employees under their supervision. Examples required.	80%
1.8	D	Employees	Are employees evaluated on their individual H & S performance?	Is there an evaluation process in place? Examples could be WCB ratings, audits, industry etc.	%

	DIO	Who to interview	Questions	Auditor Notes Expectations	Points based on positives:
1.9	I	Employees	Does Snr. Mgmt. communicate to employees, <i>at least annually</i> , the organization's commitment to H & S?	Manager(s) must explain how they share the commitment for the H & S management system with the employees. (Note the senior manager referred to is the one who signed the H & S policy). Provide examples how information is shared by senior management.	80%
1.10	I	Employees	Does Snr. Management demonstrate commitment to OHS?	Commitment must be on a daily basis and can be through site tours, completing inspections, words and actions. (not just written directives). Lead by example. Provide examples.	80%
1.11	O		Is current H&S legislation readily available at all work sites?	Verify that current H & S legislation is available on each site (OHS Act, Regulations and Code) (indicate what legislation (provincial, federal, municipal) was on site.	100%
1.12	D		Does management participate in meetings where H & S is discussed?	Verify if all management (snr. Managers, managers and supervisors) participate in H & S meetings or any type of meeting with a H & S focus.	%
1.13	I	Employees	Does the employer provide resources needed to implement and improve health & safety?	Interviewees must be able to describe of what resources are being provided. (give examples).	%

Element 2: Hazard Identification and Assessment

A formal hazard assessment takes a close look at the overall operations of an organization to identify hazards, measure risk (to help prioritize hazards), and develop, implement and monitor related controls. Worker jobs or types of work are broken down into separate tasks. Formal hazard assessments are detailed, can involve many people, and will require time to complete. A site-specific hazard assessment (also called field-level) is performed before work starts at a site and at a site where conditions change or when non-routine work is added. This flags hazards identified at the location (e.g. overhead powerlines, poor lighting, wet surfaces, extreme temperatures, the presence of wildlife), or introduced by a change at the work site (e.g. scaffolding, unfamiliar chemicals, introduction of new equipment). Any hazards identified are to be eliminated or controlled right away, before work begins or continues. Tip: Expand this node to see the Hazard Identification and Assessment requirements ("elements").

	DIO	Who to interview	Questions	Auditor Notes Expectations	Points based on positives:
2.1	D		Have jobs been inventoried for the purpose of formal hazard assessments?	Confirm that formal hazard assessments match up with the org. chart or staff listing and vice versa. Are all positions accounted for? Are there any missing? Sampling not accepted for this question. Give examples of some of the jobs inventoried (also of any missing).	%
2.2	D		Has the employer compiled a list of tasks associated with each job? (Look for common daily tasks performed on a regular basis).	Notes must include examples of the jobs/positions identified, and any that were missed. The maximum score allowed for this question will be determined by the total percentage awarded in question 2.1.	Dependency question - No more than 2.1 scoring

	DIO	Who to interview	Questions	Auditor Notes Expectations	Points based on positives:
2.3a	D		Are health hazards identified for the tasks associated with each job?	Notes must include examples of both health and safety hazards identified. (A health hazard is anything that could harm someone’s health, either immediately or over time. A safety hazard is anything that could cause injury or damage). Consider the four categories for health and safety hazards, which include: <ul style="list-style-type: none"> · Physical (e.g. radiological, working at heights, lifting heavy loads, extreme temperatures, violence, ergonomics, etc.) · Chemical (e.g. fumes, vapors, gases, waste products, etc.) · Biological (e.g. bodily fluids, viruses, bacteria, molds, etc.) · Psychological (e.g. harassment and bullying, stress, fatigue, etc.) Provide examples. Hazards should be listed separately as identified within the formal hazard assessment, verifying they are categorized and not lumped together.	Dependency question - No more than 2.2 scoring
2.3b	D		Are safety hazards identified for the tasks associated with each job?	Notes must include examples of both health and safety hazards identified. (A health hazard is anything that could harm someone’s health, either immediately or over time. A safety hazard is anything that could cause injury or damage). Consider the four categories for health and safety hazards, which include: <ul style="list-style-type: none"> · Physical (e.g. radiological, working at heights, lifting heavy loads, extreme temperatures, violence, ergonomics, etc.) · Chemical (e.g. fumes, vapors, gases, waste products, etc.) · Biological (e.g. bodily fluids, viruses, bacteria, molds, etc.) · Psychological (e.g. harassment and bullying, stress, fatigue, etc.) Provide examples. Hazards should be listed separately as identified within the formal hazard assessment, verifying they are categorized and not lumped together.	Dependency question - No more than 2.2 scoring

	DIO	Who to interview	Questions	Auditor Notes Expectations	Points based on positives:
2.4	D		Have the identified health and safety hazards been evaluated according to risk?	Verified by review of formal hazard assessments to confirm that each hazard identified in question 2.3 has been assessed for risk to determine priority using a consistent approach of at least 2 factors (e.g. severity and likelihood). Notes must describe the system in use. Each hazard must be evaluated independently of each other. Do not evaluate hazards in groups.	Dependency question - No more than 2.3 scoring
2.5	I	Senior Manager	Is senior management knowledgeable about the high hazard tasks related to their operations?	Senior management must be knowledgeable of the high hazard (critical) tasks related to their operations (identified in question 2.4). Provide examples.	80%
2.6a	I	Manager	Do managers participate in the formal hazard assessment process?	Confirm that management and supervisory levels are involved in the formal hazard assessment process, and/or in the regular review of formal hazard assessments. Provide examples.	80%
2.6 b	I	Supervisor	Do supervisors participate in the formal hazard assessment process?	Confirm that management and supervisory levels are involved in the formal hazard assessment process, and/or in the regular review off formal hazard assessments. Provide examples.	80%
2.7	I	Workers	Have workers participated in the development, and/or review of the formal hazard assessments?	Workers must be able to describe how they are involved and provide input to revisions and updates.	%

	DIO	Who to interview	Questions	Auditor Notes Expectations	Points based on positives:
2.8	D		Are employees designated to lead the formal hazard assessment process trained?	Refer to FHA to see who signed them and then check completed training to confirm those individuals had received meaningful training in formal hazard assessment process (by either third party trainer or internal training)	%
2.9	D		Is there a written policy and/or process to review formal hazard assessments?	Documentation must confirm a requirement to review formal hazard assessments, and includes the following criteria: <ul style="list-style-type: none"> · On a regular basis to keep the results up to date (at least once every 3 years) · When changes are made to the operation or work-related process · When a new work process is introduced · When site-specific hazard assessments identify a new hazard · When an inspection identifies a new hazard · When an investigation identifies a new hazard (Ensure to not use site specific JHA. This is for formal hazard assessments only).	100%
2.10	I	HA leads	Are formal hazard assessments reviewed as per the policy and/or process?	Interviewees should be able to describe examples of formal hazard assessments (jobs/tasks hazard assessments) that have been reviewed as per the policy and/or process for example, if a new process has been introduced, or a new hazard has been identified from inspections or investigations. Provide examples. Hazard assessment leads are those that lead the hazard assessment process (e.g. managers, supervisors, team leaders, etc.). If HA leads only verify 1 of the 6 criteria required in 2.9 than 100% would not be achieved.	%

	DIO	Who to interview	Questions	Auditor Notes Expectations	Points based on positives:
2.11a	D		Does the employer have a process for conducting site-specific hazard assessments when a new activity has been temporarily introduced at the work site?	A policy and/or process and procedures for conducting site specific hazard (field level) assessments must be in place to award points for this question. Question “a” cannot be marked not applicable (n/a). Provide justification.	100%
2.11b	D		Does the employer have a process for conducting site-specific hazard assessments when work is conducted at a temporary/mobile work site? (whether owned by the employer or not)?	A policy and/or process and procedures for conducting site-specific (field level) hazard assessments must be in place to award points for this question. If the employer does not have temporary/mobile work sites, question “b” may be marked not applicable (n/a). Provide justification.	100%
2.12	D		A) Have site-specific hazard assessments been conducted before work begins on the day of the job? B) Have site-specific hazard assessments been repeated if changes are introduced?	Verified by review of completed site-specific hazard assessments. If site specific hazard assessments were not required in the previous 12 months, this question may be marked not applicable (n/a). Provide justification.	100% for each

	DIO	Who to interview	Questions	Auditor Notes Expectations	Points based on positives:
2.13	D		Have controls been identified for site specific hazard assessments?	Site-specific hazard assessment records must identify controls. If site specific hazard assessments were not required in the last 12 months, this question may be marked not applicable (n/a). Provide justification.	%
2.14	I	Manager/supervisor and workers	Do site-specific hazard assessments involve affected employees at the work site?	Interviewees must be able to describe how they participate in the site-specific hazard assessment process. Provide examples. If site specific hazard assessments were not required in the last 12 months, this question may be marked not applicable (n/a). Provide justification.	%
2.15	I	Workers	Is there a system in place for workers to report newly identified hazards?	Workers must be able to describe the system to report unsafe or unhealthy conditions and practices. Provide a clear concise note explaining the system for reporting based on the responses. A simple 'yes' is unacceptable.	%

Element 3: Hazard Control

If an identified hazard cannot be eliminated, controls are implemented to reduce the risk of the hazard. Implementation of hazard controls will result in the reduction of workplace incidents. Three methods of control are: Engineering (i.e. elimination, substitution, guards, ventilation, sound barriers); Administrative (i.e. safe work practices, job procedures, job rotation, training); Personal Protective Equipment (i.e. eye protection, hearing protection, gloves, fire retardant coveralls). Tip: Expand this node to see the Hazard Control requirements ("elements").

	DIO	Who to interview	Questions	Auditor Notes Expectations	Points based on positives:
3.1	D		Have controls been identified for the hazards listed in the formal hazard assessments?	Hazard assessments must include controls for each hazard - identified as existing, including engineering, administrative, and PPE controls where applicable. Select a sample of those hazards rated as high risk. The maximum percentages allowed for this question will be determined by the percentage awarded in question 2.3.	Dependency question - No more than 2.3 scoring
3.2	O		Have the identified engineering controls been implemented?	Verify through observation that the engineering controls from question 3.1 have been implemented. If engineering controls were observed but not listed in 3.1 only up to 50% could be achieved. Auditors must include high hazard items in the sample to verify they have been given priority. Provide examples.	%
3.3	D		Have the identified administrative controls been implemented?	Verify through documentation that the administrative controls from question 3.1 have been implemented. Auditors must include high hazard items in the sample to verify they have been given priority. Provide examples.	%

	DIO	Who to interview	Questions	Auditor Notes Expectations	Points based on positives:
3.4	O		Have the identified personal protective equipment (PPE) controls been implemented?	Verify through observation that the PPE controls from question 3.1 have been implemented. If PPE controls were observed but not listed in 3.1 only up to 50% could be achieved Auditors must include high hazard items in the sample to verify, they have been given priority. Provide examples.	%
3.5	I	Employees	Are changes to hazard controls communicated to affected employees?	Interviewees must be able to explain how they were informed of a change to hazard controls relevant to their job tasks. If no changes have been made, interviewees must be aware of how they will be informed of changes. Provide examples.	%
3.6	I, O	Employees	Are employees using the established hazard controls?	Interviewees must confirm their use of hazard controls. Observe employees performing their jobs, and verify they are using the established hazard controls identified in the interviews.	%
3.7	I	Manager/supervisor and workers	Do managers/supervisors enforce the use of hazard controls?	Managers/supervisors must be able to give examples of how they enforce the use of controls. Workers must be able to describe the enforcement process. Provide examples.	%
3.8	D		Is there a process in place for preventative maintenance of equipment, vehicles, facilities, and tools?	Documentation must include a policy and/or process requiring ongoing preventative maintenance for vehicles, equipment, facilities, and tools. (e.g.: overhead doors, cranes, localized ventilation, forklifts, power tools, etc.). There must be maintenance schedules where applicable. (In the case of Office environments maintenance may be part of the lease agreement and since this question cannot be n/a auditor can provide examples of what the lessee will do to maintain the standard set out in the lease agreement.)	%

	DIO	Who to interview	Questions	Auditor Notes Expectations	Points based on positives:
3.9	D		Is the preventative maintenance process in use?	Documentation must confirm that preventative maintenance is being performed according to the schedule as identified in question 3.8. (linked to question 3.8 but not dependent on the scoring)	%
3.10	I	Workers	Is there a system that ensures defective equipment, vehicles, facilities, and tools are taken out of service?	Worker interviews must be able to describe when and how defective equipment, vehicles, facilities, and tools are removed from service or for repair. (e.g. tag out, lock out energy isolation, etc.). Provide examples.	%
3.11	D		Is there a written Violence Prevention Policy as per legislative requirements?	As part of an employer’s violence prevention plan, a policy must be in place that includes (but is not limited to): <ul style="list-style-type: none"> · commitment to eliminating or controlling the violence · responsibility to investigate any incidents of violence · commitment to maintain confidentiality of personal information of those involved, where appropriate. · statement that the policy is not intended to discourage a worker from exercising their rights. Company Specific details should be included for 1 or 2 of the listed criteria in the guidelines. 	100%

	DIO	Who to interview	Questions	Auditor Notes Expectations	Points based on positives:
3.12	D		Are there Violence Prevention Procedures written as per legislative requirements?	As part of an employer’s violence prevention plan, a procedure must be in place that includes (all 6 bullet items) (but is not limited to): <ul style="list-style-type: none"> · the hazards related to specific, general, or potential violence · eliminating or controlling the hazard of violence · how to obtain immediate assistance when an incident of violence occurs · how to report violence · investigating an incident of violence, and implementing controls as appropriate · informing the parties involved of the results of the investigation, and corrective actions. Company Specific details should be included for 1 or 2 of the listed criteria in the guidelines. 	100%
3.13	I	Employees	Are employees trained in the Violence Prevention Plan?	Employees must be able to explain, in general terms , the plan content, such as how they report violence and how they would obtain immediate assistance. Provide examples.	%

	DIO	Who to interview	Questions	Auditor Notes Expectations	Points based on positives:
3.14	D		Is there a Harassment prevention policy as per legislative requirements?	Documentation must confirm the Harassment Prevention policy includes the following 4 criteria at a minimum: <ul style="list-style-type: none"> · commitment to eliminating or controlling the harassment · responsibility to investigate any incidents of harassment and take corrective actions · commitment to maintain confidentiality of personal information of those involved where appropriate. · statement that the policy is not intended to discourage a worker from exercising their rights. Company Specific details should be included for 1 or 2 of the listed criteria in the guidelines. 	100%
3.15	D		Are there Harassment Prevention Procedures written as per legislative requirements?	Documentation must confirm there are Harassment Prevention procedures written for the following 3 criteria: <ul style="list-style-type: none"> · how to report harassment · documenting, investigating and preventing harassment · informing the parties involved of the results of the investigation, and corrective actions. Company Specific details should be included for 1 or 2 of the listed criteria in the guidelines. 	100%
3.16	I	Employees	Are employees trained in the Harassment Prevention Plan	Employees must be able to explain, in general terms , the plan content, such as how they report harassment. Provide examples of what was stated during the interviews.	%
3.17	D		Have the Violence and Harassment Policies and Procedures been reviewed?	The violence and harassment policies and procedures must be reviewed: <ul style="list-style-type: none"> · when an incident occurs related to violence and/or harassment; or · if the HSC or HS representative recommend a review; or · at least every 3 years. (question cannot be n/a). If the program has been implemented less than a year the auditor would rely on the review requirement stated in the policies and procedures. 	100%

Element 4: Health and Safety Representatives

Joint Work Site Health and Safety Committees are a key element of the internal responsibility system. It brings work site parties together to work on topics such as hazard identification and control, investigation of health and safety incidents, and responding to reports of dangerous work. If the employer has 1-4 employees as determined through the audit scope, this element may be marked not applicable (on the Select Audit Content node).

	DIO	Who to interview	Questions	Auditor Notes Expectations	Points based on positives:
4.1	D		Do the terms of reference for the HSC include all legislated requirements?	<p>A term of reference for the HSC must include all 10 points:</p> <ul style="list-style-type: none"> · Memberships structure requirements · Membership succession strategy · Committee dispute resolution process · Coordinating with the employer’s other work site HSCs or representatives · Meeting frequencies · Meeting quorum · Reporting to management · Term of office · Training requirements for co-chairs and members · Worker confidentiality <p>If the employer is only required to have a HS representative (s), this question may be marked not applicable (n/a). Provide justification. Company specific details should be included for 1 or 2 of the listed criteria in the guidelines.</p>	100%

	DIO	Who to interview	Questions	Auditor Notes Expectations	Points based on positives:
4.2	D		Does a policy or procedure include all legislated requirements for an HS representative?	A policy or procedure for the HS representative(s) must include all 4 criteria: <ul style="list-style-type: none"> · Requirement to appoint a representative(s) · Reporting to management · Term of office · Training Requirements If the employer is only required to have an HSC, this question may be marked not applicable (n/a). Provide justification.	100%
4.3	D		Has the HSC been established as required in the terms of reference?	Review terms of reference and meeting minutes to determine there is an established HSC. If the employer is only required to have a HS representative (s), this question may be marked not applicable (n/a). Provide justification.	100
4.4	D		Has a HS representative been appointed?	Review any policies, procedures, meeting minutes or documentation that can verify that the HS representative has been appointed as per legislated requirements. If the employer is only required to have an HSC, this question may be marked not applicable (n/a). Provide justification. Explain how it was verified that HS Rep was appointed.	100%

	DIO	Who to interview	Questions	Auditor Notes Expectations	Points based on positives:
4.5	D		Have duties been written for the HSC and/or HS representative (s)?	<p>Duties of the HSC and/or HS representative(s) must be written and must include all 8 items:</p> <ul style="list-style-type: none"> · Responding to workers health and safety concerns and complaints · Participating in hazard and control identification · Developing and promote health and safety education and training · Conducting inspections of the work site · Participation in investigations · Developing and promoting health and safety measures, and check effectiveness · Making recommendations to improve the health and safety management system · Maintaining records pertaining to the committee associated with the above duties <p>Company specific details should be included for 1 or 2 of the listed criteria in the guidelines.</p>	100%
4.6	D		Have the HSC members and/or the HS representative(s) been trained in their duties and responsibilities?	Review training records for committee members and/or the HS Representative(s). (must reference training records and meet government requirements).	%
4.7	I	HSC and/or HS rep	Do the HSC members and/or HS representative(s) understand their duties and responsibilities?	Interviewees must be able to describe their general duties and responsibilities. (e.g. participation in hazard identification, investigations, and inspections, development and promotion of hazard controls, handling health and safety concerns, etc.)	%

	DIO	Who to interview	Questions	Auditor Notes Expectations	Points based on positives:
4.8	I	Employees	Do HSC members and/or the HS representative(s) participate in health and safety activities?	Interviewees must be able to confirm the committee members and/or representative(s) are involved in health and safety activities. Provide examples.	%
4.9	D		Is there a policy or procedure in place for the HSC and/or HS representative(s) to address employee concerns related to the health and safety system?	There must be a policy or procedure in place for the receipt, consideration, and disposition of concerns and complaints regarding the health and safety of workers.	100%
4.10	I	Employees	How do employees bring forward health and safety concerns and complaints?	Employees must be able to explain how they bring forward health and safety concerns and complaints to the HSC and/or HS representative(s).	%
4.11	I		Is a process in place for the HSC and/or HS representative(s) to make health and safety recommendations to management?	Interviewees must be able to explain how they receive recommendations from the HSC and/or HS representative(s) regarding the health and safety of employees.	%

	DIO	Who to interview	Questions	Auditor Notes Expectations	Points based on positives:
4.12	D		Are health and safety concerns / complaints resolved in a timely manner?	Consider the complexity of the concerns/complaints to determine timeliness. This question may be marked “n/a” if there were no concerns/complaints in the previous 12 months. Provide justification.	%
4.13	D		Does the HSC hold meetings as identified in the terms of reference?	Review committee meeting minutes to confirm the meeting frequency is being met as per the HSC Terms of Reference. HSC meetings must be held at least quarterly. If the employer is only required to have a HS Representative (s), this question may be marked not applicable (n/a). Provide justification.	
4.14	D		Are formal inspections completed prior to HSC meetings?	There should be a connection between formal inspections and the HSC meetings. Inspection frequencies should not be limited by HSC meeting frequencies; however, an inspection(s) must take place prior to each scheduled HSC meeting. If the employer is only required to have a HS representative(s), this question may be marked not applicable (n/a). Provide justification.	%
4.15	O		Have the names and contact information of the HSC members and/or the HS representative(s) been posted?	The names and the contact information for the HSC members and/or the HS representative(s) must be conspicuously posted at each represented work site. Provide examples.	%

Element 5: Qualification, Orientation and Training

Qualifications, orientations and training are essential to ensure employees perform their job tasks in a safe and healthy manner. An employer is responsible to ensure the employee is competent. Tip: Expand this node to see the Qualifications, Orientation and Training requirements ("elements").

	DIO	Who to interview	Questions	Auditor Notes Expectations	Points based on positives:
5.1	DI	Manager/supervisor	Is there a process to ensure employees are qualified for the position for which they are being considered?	A process must exist that requires a check for qualifications required for the job/tasks. There must be evidence that meaningful training is given to support their roles. (e.g. degrees, diplomas, certificates, trade certificates, apprenticeship program, diplomas, driver's licenses, etc.). Managers/supervisors must be able to describe the process used to verify that employees have the qualifications required to do the job for which they are being hired. Provide examples.	100% (documentation) % for interviews
5.2	D		Does the orientation process cover OHS rights, and critical health and safety information prior to starting regular duties?	The OHS rights, and critical health and safety information must be reviewed with the employee prior to beginning regular duties. These must, at minimum include: <ul style="list-style-type: none"> · Right to know · Right to participate · Right to refuse dangerous work · Emergency response procedures · Rules of enforcement · Critical hazards · Hazard reporting · Incident reporting Simply stating all 8 items are included is not satisfactory enough. Provide examples (details) of what is documented for at least 1-2 of the required items in the list to justify.	100%

	DIO	Who to interview	Questions	Auditor Notes Expectations	Points based on positives:
5.3	I	Manager/supervisor and workers	Do managers/supervisors ensure orientations were conducted prior to employees starting regular duties?	Managers/supervisors and workers must be able to describe the process used to ensure workers have received orientation prior to employees starting regular duties. Provide examples.	%
5.4	D, I	Manager/Supervisor	Are managers/supervisors provided with training to support them in their role?	Managers/supervisors must be provided training specific to their role (e.g. incident investigation, hazard identification, communications, conducting meetings, supervisory techniques, enforcement and discipline, legislation, etc.). Note: the focus is more on the role of supervising workers, not on the title so interview manager if no supervisors in the company. To confirm which training is deemed appropriate to their role, refer to employer’s defined roles and responsibilities in question 1.5, job descriptions, job competencies, etc. Link this back to training documents and interviews. Provide examples.	%
5.5	D, I	Employees	Do employees receive job-specific training when they are a new employee, assigned new tasks, or when an operational change affects their work?	Employees must be trained in the hazards and controls associated with their job. Examples may include a combination of reviewing policies, procedures, practical demonstrations, safe work practices, hazard assessments and training (e.g. Confined Space Entry, TDG, tasks specialized to the employer, using specialized tools and equipment, etc.). Provide examples.	%

	DIO	Who to interview	Questions	Auditor Notes Expectations	Points based on positives:
5.6	I	Workers	Does job-specific training include a practical demonstration?	Training must include a practical demonstration to confirm that employees have acquired the necessary knowledge or skill related to the subject-matter. Provide Examples. Due to the nature of some tasks, a practical demonstration may not be suitable (e.g. working at the computer, etc.). However, there are tasks that require job-specific or specialized training to ensure the worker can competently complete the task (e.g. tasks associated with forklifts, ladders, hand tools, pallet wrappers, etc.). In these situations, a practical demonstration would be suitable.	%
5.7	I	Manager/supervisors	Is there a process to assess competency of new and re-assigned workers?	Managers and supervisors must be able to describe how they determine the competency of their workers (e.g. on the job training, task observation, test, etc.). Reassignment can include a new job, task, or when a worker moves to a new location. Provide examples.	%
5.8	D		Are competency assessments conducted?	Verify that competency assessments are being conducted as identified by the employer. Refer to question 5.7. Do not assume because interviewees said they are done, that they are done. Look over the documents verifying competency reviews are completed.	%
5.9	D		Is required refresher training provided?	An organization may choose to set timelines in their policies for in-house refresher training. Some certifications (e.g. First Aid, trade certificates, etc.) also have requirements for retraining/refresher training on a set schedule. Employers must document any refresher training requirements, and ensure schedules are met. Refresher training is not only for expired certificates. There should be evidence that refresher training was given when changes are made to policies/procedures, when equipment is updated, etc.	%

Element 6: Other Parties at Work Site

Other employers, and/or self-employed persons, visitors, and external worksite parties must be included in the employer’s health and safety management system. This element may not be marked not applicable.

	DIO	Who to interview	Questions	Auditor Notes Expectations	Points based on positives:
6.1	D		Is a policy and/or process in place to address the protection of others not under the employer’s direction?	The policy and/or 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. Provide a sample of what the policy states.	100%
6.2	D		Is a process in place that includes criteria for evaluating and selecting other employers and/or self-employed persons	An employer must identify what requirements they use to evaluate and select other employers and/or self-employed persons in order to allow them to conduct work at the employer’s work site.	100%
6.3	D, I	Manager/supervisor	Is a policy and/or process in place that includes a system for monitoring other employers and/or self-employed persons	A process to monitor health and safety performance and correct identified deficiencies is in place for other employers and/or self-employed persons during the period of the contracted services. If the auditor can confirm the audited employer does not use other employers and/or self-employed persons, this question may be marked not applicable (n/a). Provide justification.	100% doc. % for interviews

	DIO	Who to interview	Questions	Auditor Notes Expectations	Points based on positives:
6.4	D		a) Are health and safety orientations provided to visitors?	Confirm orientations are provided to other employers and/or self-employed persons, and visitors (e.g. visitor logs, contractor sign off, etc.)	100%
			b) Are health and safety orientations provided to other employers and/or self-employed persons?	Confirm orientations are provided to other employers and/or self-employed persons, and visitors (e.g. visitor logs, contractor sign off, etc.) If the auditor can confirm the audited employer does not use other employers and/or self-employed persons, or hasn't used any in the last 12 months then part b of this question may be marked not applicable (n/a). Provide justification.	100%
6.5	I	Managers/supervisors	a) Does the employer communicate with external work site parties regarding: their health and safety responsibilities while on site?	Interviewees must be able to describe the process in use and provide examples of how external work site parties are made aware of their health and safety responsibilities, work site hazards and controls, and any changes that may affect their health and safety. Provide examples. Work site parties can include other employers and/or self-employed persons, suppliers, prime contractors, visitors conducting activities at a work site or receiving products.	%
			b) Does the employer communicate with external work site parties regarding: worksite hazards and controls?	Interviewees must be able to describe the process in use and provide examples of how external work site parties are made aware of their health and safety responsibilities, work site hazards and controls, and any changes that may affect their health and safety. Provide examples. Work site parties can include other employers and/or self-employed persons, suppliers, prime contractors, visitors conducting activities at a work site or receiving products.	
			c) Does the employer communicate	Interviewees must be able to describe the process in use and provide examples of how external work site parties are made aware	

			with external work site parties regarding: when there are changes to the site?	of their health and safety responsibilities, work site hazards and controls, and any changes that may affect their health and safety. Provide examples. Work site parties can include other employers and/or self-employed persons, suppliers, prime contractors, visitors conducting activities at a work site or receiving products.	
6.6	I	Senior manager, manager/supervisor	Is the health and safety policy communicated to other employers and/or self-employed persons?	Interviewees must be able to describe how they ensure that the policy is communicated to other employers and/or self-employed persons. Provide examples. If the auditor can confirm the audited employer does not use other employers and/or self-employed persons, this question may be marked not applicable (n/a). Provide justification.	%
6.7	I	Manager/supervisor	Is health and safety information readily available to affected external work site parties?	Health and safety information (e.g. Hazards assessments, inspections, emergency response procedures, safe work practices/procedures, investigations, HSC and/or HS representative meeting minutes etc.) is readily available to affected external work site parties. Work site parties can include other employers and/or self-employed persons, suppliers, prime contractors, etc. conducting activities at a work site or receiving products. Provide examples.	%
6.8	D		Is a process in place to address non-compliance of other employers and/or self-employed persons under the direction of the contracting employer?	The contracting employer must have a process to deal with other employers and/or self-employed persons when there is non-compliance to the employer's OHSMS. If the auditor can confirm the audited employer does not use other employers and/or self-employed persons, this question may be marked not applicable (n/a). Provide justification.	100%

Element 7: Inspections

The formal inspection process can proactively identify new potential hazards, as well as confirm the effectiveness of controls already in place. Tip: Expand this node to see the Ongoing Inspections requirements ("elements").

	DIO	Who to interview	Questions	Auditor Notes Expectations	Points based on positives:
7.1	D		Is there an inspection policy and/or process that states the frequency of inspections and includes all areas of the operation?	Verified by review of inspection policy and/or process. a) The frequency is established by the employer based on the level of risk. Different inspection frequencies for different areas may be established. For example, a shop may require more inspections than the administrative office. Inspection policies and/or processes must include the frequency of inspections for each area. Manager/supervisor review and sign-off is not enough involvement in the process. Findings should verify inspection required, what is the frequency and who is involved.	%
			Is there an inspection policy and/or process that states the frequency of inspections and includes all employee levels?	b) Participation by all levels (m/s/w) is not expected for every inspection, but each level should be assigned some responsibility in the inspection process in order to award points for all parts of this question. Depending on the size or nature of the organization, one or more employee levels may be not applicable (n/a). Provide justification. All levels of employees must be involved in the inspection process at some point during the year. Findings should verify inspection required, what is the frequency and who is involved.	%
7.2	D		Are checklists or forms used for formal inspections?	An inspection checklist or form customized to the scope of the inspection must be in place and in use. Checklists may be work site, department, operation-specific, employee observation, etc.	100%
7.3	D		Have individuals leading formal inspections received training?	Identify employees leading inspections and verify they have completed training. (doesn't need to be third party training. It can be training in-house but either way the training must be documented and related to what is to be inspected.)	%

	DIO	Who to interview	Questions	Auditor Notes Expectations	Points based on positives:
7.4	D		Are formal inspections carried out in accordance with the policy and/or process by managers?	a) Records must show participation from each level, and the frequency stated in the policy and/or process is being met (question 7.1). To award points for part “a” of this question, there must also be documented evidence that inspections conducted by management include a component of employee observation (behaviors and conditions).	%
			Are formal inspections carried out in accordance with the policy and/or process by supervisors?	b) Records must show participation from each level, and the frequency stated in the policy and/or process is being met (question 7.1). (give examples)	
			Are formal inspections carried out in accordance with the policy and/or process by workers?	c) Records must show participation from each level, and the frequency stated in the policy and/or process is being met (question 7.1). (give examples)	
7.5	I	Managers/supervisors	Is there a system to correct deficiencies identified through formal inspections?	Interviewees must be able to describe the how they ensure deficiencies identified through formal inspections will be corrected. (give examples) If no documentation was found to support manager/supervisor responses, the auditor needs to ask if some documentation was not supplied for review or are deficiencies not formally tracked.	%
7.6	O		Have deficiencies identified through formal	Observe whether sampled deficiencies identified in the inspection reports have been corrected. Where no deficiencies are identified or not observable, this question may be marked not applicable (n/a). Provide justification. There	%

		inspections been corrected?	must be documentation of some sort to verify corrective action has been identified on the inspection forms/checklists and completed.	
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Element 8: Emergency Response

An emergency response plan helps ensure appropriate and efficient actions will take place in the event of an emergency or disaster. Tip: Expand this node to see the Emergency Response requirements ("elements").

	DIO	Who to interview	Questions	Auditor Notes Expectations	Points based on positives:
8.1	D		<p>Have written emergency response plans been developed for potential emergencies?</p>	<p>Emergency response plans should be specific to the employer. Any emergency that could result in evacuation or rescue needs to be included. Examples of potential emergencies to consider could include:</p> <ul style="list-style-type: none"> · Fire · Severe weather · Medical emergencies · Hazardous materials release · Violence · Suspicious persons · And other situations appropriate for the nature of the work being performed. Provide examples of emergencies identified. 	%

	DIO	Who to interview	Questions	Auditor Notes Expectations	Points based on positives:
8.2	D		Do written emergency response plans include communication systems?	a) Verified by review of emergency response plans and/or procedures. Communication systems include alarms, procedures for contacting both internal and external emergency contacts, etc. Notes must include examples of auditor findings to support the scores for each part of the question. Ensure that all questions are answered.	100%
			Do written emergency response plans include Emergency phone numbers?	b) Emergency phone numbers must include more than “9-1-1.” Notes must include examples of auditor findings to support the scores for each part of the question. Ensure that all questions are answered.	
			Do written emergency response plans include list of emergency response personnel?	c) A list of persons designated to respond to specific types of emergencies. Notes must include examples of auditor findings to support the scores for each part of the question. Ensure that all questions are answered.	
			Do written emergency response plans include appropriate response?	d) Appropriate employee response procedures must be written for all potential emergencies that require them (e.g. Evacuation, lockdown, muster point, shelter in place, equipment, etc.). Notes must include examples of auditor findings to support the scores for each part of the question. Ensure that all questions are answered.	
			Do written emergency response plans include monitoring the effectiveness of the plan?	e) A requirement to monitor the effectiveness of the plan through drills and actual responses. Notes must include examples of auditor findings to support the scores for each part of the question. Ensure that all questions are answered.	

	DIO	Who to interview	Questions	Auditor Notes Expectations	Points based on positives:
8.3	I	Employee	Have employees received emergency response training appropriate to their individual responsibility?	Interviewees must be able to describe the type of training they received in emergency response. Provide examples (Ensure if there are EMR teams, fire wardens, 1st aid personnel that they are included as key individuals in the interview selection.)	%
8.4	I	Employee	Do employees understand their responsibilities under the emergency response plan?	Interviewees must be able to describe how they would respond in the event of an emergency. Provide examples.	%
8.5	D		Are emergency response drills conducted?	Records of drills must be kept. Drills are required at least once every 12 months applicable to the operations. If records cannot be found from the past 12 months, points cannot be awarded. An emergency response drill could include a practice drill or tabletop exercise. (e.g. evacuation, lockdown, shelter in place, etc.). A drill type may cover multiple emergency response plans. For example, an evacuation drill might address multiple scenarios including a fire, hazardous material release, bomb threat, etc. Look for a variety of drill types. Actual emergency responses cannot be used as a drill for scoring this question.	%

	DIO	Who to interview	Questions	Auditor Notes Expectations	Points based on positives:
8.6	D		Have deficiencies in the emergency response plan identified through a drill been corrected?	Review drill records, meeting minutes, etc. for documented deficiencies. Confirm any corrective action(s) were completed. Notes must contain examples of the findings from records of drills, and how deficiencies were corrected. Points are awarded based on percentage of positive indicators. This question may be marked not applicable (n/a) only if deficiencies were not identified from drills. Provide justification. If points have not been awarded in question 8.5, then 0 points must be awarded for this question.	
8.7	D		Have deficiencies in the emergency response plan identified through an actual emergency response been corrected?	Notes must contain examples of how identified issues were corrected. Points are awarded based on percentage of positive indicators. If an actual emergency response has not occurred, or deficiencies were not noted in the past 12-month period, the question may be marked not applicable (n/a). Provide justification. Drills and near misses are not actual emergency responses. If any occurrences as identified in 8.1 occur this would be considered actual emergency response example first aid treatment, accident, spill, flooding.	%
8.8	D		Do the numbers of employees trained in first aid meet legislated requirements?	Refer to legislation and review first aid certificates. To award points, the auditor must verify that legislated first aid requirements have been met across all shifts.	100%
8.9	O		Do first aid equipment, supplies and facilities meet legislated requirements?	Equipment supplies and facilities must meet the identified legislative requirements specific to the employer. The auditor must verify that legislated first aid obligations have been met at all visited sites and facilities. Provide examples.	100%

Element 9: Incident Investigation

Investigations determine the cause(s) of an incident, and the corrective action(s) required to prevent a recurrence. Tip: Expand this node to see the Accident and Incident Investigation requirements ("elements").

	DIO	Who to interview	Questions	Auditor Notes Expectations	Points based on positives:
9.1	D		Is there a policy and/or process that requires the reporting of incidents (including near miss), occupational illness, and work refusals?	A policy and/or process must require the reporting of incidents (including near miss), occupational illness, and work refusals to award full points. (must have all requirements to award points). These must include both internal and external reporting (e.g. OHS, WCB, etc.).	100%
9.2	I	Employees	Can employees explain the reporting procedures for incidents (including near miss), occupational illness, and work refusals?	Interviewees must be able to explain the process for reporting incidents (including near miss), occupational illness, and work refusals. Provide examples. Question is to verify that employees know how to report (not if they report).	%
9.3	D		Do employees report incidents, occupational illnesses and work refusals?	Review completed incident, occupational illness, and work refusal reports that support reporting is taking place. This question may be marked not applicable (n/a) if there were no incidents in the previous 12 months. Provide justification.	70%

	DIO	Who to interview	Questions	Auditor Notes Expectations	Points based on positives:
9.4	D		Do employees report near misses?	Review completed near miss reports to support that reporting is taking place. If the employer is considered low hazard or does not have field sites AND did not have a near miss in the previous 12 months, this question may be marked not applicable (n/a). Provide justification.	70%
9.5	D		Is there a procedure for investigating incidents (including near miss), occupational illness, and work refusals	The procedure must include: <ul style="list-style-type: none"> · how to investigate incidents (near misses), occupational illness, work refusals · how to identify root causes · the requirement to implement corrective actions. Provide specific company details. 	100%
9.6	D		Have the individuals leading investigations been trained in investigation techniques?	Review training records of individuals who have completed investigation reports and confirm they have received training. Points are awarded based on the percentage of positive indicators. If third party investigators are brought in, full points may be awarded, but documented evidence of this must exist. Auditor notes need to clearly explain if points are awarded for external third-party investigators.	%
9.7	I	Managers/supervisors	Do managers/supervisors participate in investigations	Not all managers/supervisors need to actively participate in incident investigation. However, all managers must be able to describe manager involvement in the investigation process. Provide examples.	%

	DIO	Who to interview	Questions	Auditor Notes Expectations	Points based on positives:
9.8	I	Workers	Do workers participate in the investigation process	Not all workers need to actively participate in the incident investigation process. However, all workers must be able to describe how workers participate in the investigation process. Provide examples. Note: Participation must be more than the injured worker or witness.	%
9.9	D		Do investigations identify root causes?	a) Investigations must identify the root causes resulting from deficiencies in the health and safety system. Root Cause is usually associated to a systems failure not a behavioral issue. If there have been no investigations conducted in the previous 12 months, refer to blank investigation forms or the investigation process.	%
			Do investigations recommend corrective actions?	b) Corrective actions must be designed to implement system changes that will prevent reoccurrence. (e.g. Advising employees to “be more careful” is not an acceptable corrective action.) Ensure the employer is also considering short term solutions as well as the long-term corrective actions. If there have been no investigations conducted in the previous 12 months, refer to blank investigation forms or the investigation process.	%
9.10a	D		Are corrective actions identified in investigation reports implemented to prevent reoccurrence?	If corrective actions include administrative controls, implementation may be confirmed through documentation (e.g. training, memos, safety bulletins, etc.). Documentation points are awarded based on the percentage of corrective actions reviewed in question 9.9b that can be verified as implemented.	0-5 points for documentation

	DIO	Who to interview	Questions	Auditor Notes Expectations	Points based on positives:
9.10b	O		Are corrective actions identified in investigation reports implemented to prevent reoccurrence?	For corrective actions that are observable, award points that confirms implementation compared to the corrective actions identified. Provide examples. Observation points are awarded based on the percentage of implemented observable corrective actions reviewed in 9.9b. If corrective actions are not observable, the observation portion of this question may be marked not applicable (n/a). Provide justification.	0-10 points for observation
9.11	D		Are investigations completed in a timely manner?	Consider the complexity of the investigation to determine timeliness (i.e. length of time that the investigations were completed in relation to the date of the incident). If available provide an example of incident date and completion date to justify.	%
9.12	D		Do managers/supervisors ensure investigations are complete as required by the investigation procedures?	Investigation reports should be complete, including identifying causes and corrective actions as outlined in the investigation procedure verified in question 9.5.	%
9.13	I	Employees	Are completed investigation reports / results communicated to employees?	Interviewees must be able to describe how investigation results are communicated. Provide examples.	%

Element 10: System Administration

System administration provides an evaluation of the overall effectiveness of the occupational health and safety management system (OHSMS). Tip: Expand this node to see the Program Administration requirements ("elements").

	DIO	Who to interview	Questions	Auditor Notes Expectations	Points based on positives:
10.1	I	Workers	Is there a system to confirm management communicates health and safety issues to workers?	a) Interviewees must be able to describe how employees are advised of health and safety issues by management (e.g. newsletter, safety meetings, emails, posted bulletins, posters, etc.). Provide examples.	%
			Is there a system to confirm workers can provide feedback on health and safety issues?	b) Interviewees must be able to describe how they are able to offer feedback on health and safety issues (e.g. health and safety meetings, suggestion boxes, contacts with supervisor, etc.) Provide examples of what was stated during interviews.	%
10.2	I	Employees	Is health and safety information readily available to employees?	Health and safety information (e.g. hazards assessments, inspections, emergency response procedures, safe work practices/procedures, investigations, HSC meeting minutes, etc.) is readily available to employees. Provide examples.	%
10.3	D		Are health and safety records/statistics analyzed to identify trends on at least an annual basis?	Interviewees must be able to describe how the evaluation or action plan results are communicated to them. Provide justification and give examples of the trends identified. Points are awarded based on percentage of positive responses. If this is an employer first health and safety evaluation, this question may be marked n/a.	70%
10.4	I	Senior Manager and managers	Is senior management/management held accountable for the implementation of the OHSMS?	Interviewees must describe their involvement in improving the performance of the OHSMS (e.g. develop a health and safety plan for the upcoming year, provide resources for health and safety initiatives, etc.) and how they are held accountable. Provide examples.	80%

	DIO	Who to interview	Questions	Auditor Notes Expectations	Points based on positives:
10.5	D		Is an OHSMS evaluation or action plan completed at least annually?	Verified by review of previous evaluations. State what was used to justify the evaluations. Evaluations or action plans must be completed annually to support continuous improvement. The OHSMS evaluation is an audit report. (Action Plan is a maintenance option but not currently provided by STA).	100%
10.6	I	Employees	Are results from the OHSMS evaluation or action plan communicated to employees?	Interviewees must be able to describe how the evaluation or action plan results are communicated to them. Provide examples. If this is the employer's first health and safety evaluation, this question may be marked not applicable (n/a). Provide justification.	%
10.7	D		Was a plan developed to address identified OHSMS deficiencies from the previous evaluation?	To award points for this question, a plan must have been developed to address deficiencies identified in the past year. A plan format may include: · measurable action items, · completion dates, and · individuals responsible for follow-up. <i>If this is the employer's first health and safety evaluation - this question may be marked not applicable (n/a). Provide justification.</i>	%
10.8	D		Has the plan been implemented?	Verify if the items identified in question 10.7 have been initiated or implemented. (Actions identified in 10.7 must be completed and signed off to be considered implemented). This question may be marked not applicable (n/a) if question 10.7 has been marked not applicable. Provide justification.	%

Worksafe SaskGlossary of Terms

Audit	<p>An evaluation of an organization’s health and safety management system against an approved standard.</p> <p>Audit Types:</p> <p>Baseline Audit: an evaluation using a standard audit instrument and intended as a preliminary review of an employer’s health and safety system.</p> <p>Certification Audit: a formal health and safety evaluation conducted by a certified auditor external to the employer to achieve a Certificate of Recognition (COR).</p> <p>Maintenance Audit: a formal health and safety evaluation conducted by a certified auditor for an employer to maintain their COR status between recertifications.</p> <p>Qualification Audit: a formal health and safety evaluation conducted by an auditor candidate pursuing auditor certification.</p>
Auditor	An individual certified by a Certifying Partner to conduct health and safety audits.
Audit Start Date	The date the auditor receives access (on or off site) to an employer’s health and safety documentation for the purpose of auditing the employer’s health and safety management system. This can be paper or electronic. This does not include activities to define the audit scope.
Audit End Date	The date the auditor concludes the review of documentation, interviews, and observations for the purpose of auditing the employer’s health and safety management system.
Best Practice	An agreed-upon method for conducting a specified task - usually established by industries, trades or groups of peers.
Boiler plating	This practice involves copying all or a portion of an audit report from one audit and then re-using it for another audit, making very few changes.
Code of Ethics	Statement which defines the ethical behaviors expected from a group or individual.
Code of Practice	Selection of appropriate regulations and procedures specific to hazardous work.
Competent Worker	Person who is adequately qualified, suitably trained, and with enough experience to safely perform work without supervision or with only a minimal degree of supervision.
Continuous Improvement	Always striving to innovate, implement and improve on current conditions.

Contractor	A person, partnership or group of persons who, through a contract, an agreement or ownership, directs the activities of one or more employers or self-employed persons involved in work at a work site.
Critical Task	A task with high potential for serious loss or injury.
Documentation Review	A validation method used in a health and safety audit, designed to determine if an employer has the required processes, policies, and procedures in place, and if adequate records are being kept.
Employee	Anyone who works for an organization (e.g. senior managers, managers, supervisors, and workers).
Harassment	Any single incident or repeated incident of objectionable or unwelcome conduct, comment, bullying or action by a person that the person knows or ought reasonably to know will or would cause offence or humiliation to a worker, or adversely affects the worker’s health and safety.
Hazard	A situation, condition or thing that may be dangerous to health and safety. These can include physical, chemical, biological or psychological hazards that have the potential to cause harm. Health Hazard: Has the potential to cause an acute or chronic condition, illness or disease from exposure (e.g. noise, dust, heat, etc.). Safety Hazard: Has the potential to cause immediate injury (e.g. shear points, working at heights, etc.).
Hazard Assessment	A written process to recognize existing and potential hazards at work before they cause harm to people or property. Formal Hazard Assessment: Involves a step-by-step, ongoing process to identify hazards, evaluate risk (in order to prioritize hazards), and determine and assess control measures for an organization’s overall operations. Site-Specific Hazard Assessment: The process to check for the introduction of any unexpected hazards, or hazards for which additional controls may be needed. These are used when: <ul style="list-style-type: none"> • work is conducted at temporary/mobile work sites, • workers are conducting activities at a work site not owned by their employer, and/or • a new activity has been temporarily introduced at the work site.
Hazard Control	Methods used to eliminate or control loss: Engineering Controls: Preferred method of hazard control if elimination is not possible; physical controls are implemented at the design, installation, or engineering stages (e.g. guards, auto shutoff, etc.). Administrative Controls: Processes developed by the employer to control hazards not eliminated by engineering controls (e.g. safe work policies, practices and procedures, job scheduling or rotation, etc.). Personal Protective Equipment (PPE): equipment used, or clothing worn by a person for protection from health or safety hazards associated with conditions at a work site (e.g. gloves, safety glasses, fall protection, etc.). Used when engineering or administrative methods cannot fully control the hazards.
Health and Safety	Health and safety includes physical, psychological and social well-being.

Health and Safety Program	A coordinated system of procedures, processes and other measures designed to be implemented by organizations in order to promote continuous OHS improvement, as required by the OHS Legislation.
Health and Safety Representative (HS representative)	A worker who is designated as the health and safety representative for an employer as required by OHS Legislation.
Occupational Health and Safety Management System (OHSMS)	A health and safety management system is a mature OHS program that is fully integrated into the culture, values, identity, and everyday operations of a workplace. A health and safety management system is led by employers, enacted by everyone in a workplace, and continually evaluated and improved through regular, formal assessments
Incident	An undesired, unplanned, unexpected event that results, or has the potential to result, in physical harm to a person or damage to property (loss or no loss).
Inspection	A planned, systematic evaluation or examination of an activity or work site, checking or testing against established standards.
Interview	A validation method used in a health and safety audit to gather and verify information about an organization's health and safety system. Includes either formal discussion using standard questions, or a questionnaire.
Job	The position or role a person has in an organization.
Job Inventory	A list of all jobs produced from a systematic review of the organization's operations.
Job Specific Training	Training provided to support the safe and healthy performance of tasks related to a job.
Legislation	Provincial or federal government standards in the form of written acts, regulations, and codes.
Joint Work Site Health and Safety Committee (HSC)	A committee composed of workers and employer representatives as required by OHS Legislation.
Manager	A person who directs (and/or supervises) the affairs of a business, office, or organization.
Near Miss	An undesired event that under slightly different circumstances could have resulted in personal harm, property damage, or loss.
Observation	A validation method used in a health and safety audit designed to allow an auditor to observe and verify specific conditions at a work site.

Orientation	A process used to familiarize employees to an organization and communicate the employer’s expectations and critical information about a new job or situation.
Policy	The documented principles by which an organization is guided in its management of affairs and overall commitment.
Readily Available Documentation	Documentation that can be accessed in paper form or is downloaded or stored electronically.
Records	Employer documents retained on file as proof of activities.
Risk	The chance of injury, damage, or loss.
Right to Refuse Dangerous Work	A worker may refuse to do particular work at a work site if the worker believes on reasonable grounds that there is a dangerous condition at the work site or that the work constitutes a danger to the worker’s health and safety or to the health and safety of another worker or another person.
Root Cause	The absence of a best practice or failure to apply knowledge that would have prevented the problem. The process and/or management level deficiencies which contribute to an incident.
Safe Work Practice	A written set of guidelines which establish a standard of performance for an activity or work process.
Safe Work/Safe Job Procedure	A written, step-by-step instruction of how to perform a task from beginning to end.
Self-Employed Person	A person who is engaged in an occupation but is not in the service of an employer for that occupation.
Senior Manager	The most senior person(s) accountable for the operation under the scope of the audit.
Site Familiarization	Brief escorted tour or discussion to allow the auditor to become familiar with the work site(s) and any areas where special caution is required.
Supervisor	A person who has charge of a work site or authority over a worker. Supervisor is a function, not necessarily a job or job title.
Temporary Staffing Agency	An employer who retains workers and deploys or facilitates the placement of those workers with other employers.
Task	Any activity related to a specific job.
Team Audit	More than one auditor participating in the audit.
Templating	This practice involves using pre-crafted ready-made notes and recommendations for multiple audit reports. These notes and recommendations may be modified to include some specific findings but are for the most part unoriginal.

Train (or any similar word or term)	Give information and explanation to a worker with respect to a particular subject-matter and to require a practical demonstration that the worker has acquired knowledge or skill related to the subject-matter.
Unsafe Act	Inappropriate action taken by a person that could result in loss.
Unsafe Condition	A condition that could result in loss.
Violence	Threatened, attempted or actual conduct of a person that causes or is likely to cause physical or psychological injury or harm, and includes domestic or sexual violence.
Visitor	Any person present at the work site who is not under the direct control of the employer (e.g. courier). This does not include customers (e.g. students, hotel guests, etc.).
Worker	For COR audit purposes, any person engaged in a job who is not a manager or supervisor. This may include volunteers.
Worker Participation	Active involvement of workers in work site health and safety activities such as safety discussions, inspections, investigations, health and safety committees, etc.
Work Site	A location where a worker is, or is likely to be, engaged in any occupation and includes any vehicle or mobile equipment used by a worker in an occupation.
Work Site Parties	Every workplace is unique and any of the following can be considered a work site party: employers, supervisors, workers, suppliers, service providers, owners, contractors, prime contractors, temporary staffing agencies, and self-employed persons. Reference OHS Legislation.

Organizational chart -the requirement for the organization chart is that everyone is included so their positions and the reporting structure. Not specific names but titles so they know who reports to who.

Clarification regarding HS representatives and HS Committees as per Partnerships OHS Policy - A ‘supervisor’ or management staff are to be included in determining the threshold for application of HSC or HSR. An individual working at a site can be a ‘worker’ party in a certain situation and a ‘supervisor’ in another situation - depending on the work involved. The application of the legislation is that it is the total number of workers at every level that must be included when determining if a committee or rep is required.

Weighted score - is to ensure if a company has 3 sites, 2 small with for example 2 people and one large site of 151 people they could not pass the audit with only the two small sites scoring 100% and the large site with little to nothing done. In reality, the auditors probably review most of the documentation at the main site where information is centrally filed and have gaps to close with a smaller review at each individual site included in the audit. The key is that auditors evaluate that each site in the audit have completed the documentation as required to ultimately score the report. The weighted average does make a difference however is an expectation of auditing.

Health and Safety System Building (HSSB) – HSSB is required as part of COR program as it is designed to guide and assist safety personnel in the development and implementation of a Health and Safety System. The intent of the STA health and Safety System Program course is to give an overview of what is required within a H & S program.

Strength - should be meaningful regarding the company's health and safety management system and include company specific details.