

Interview and Site Sampling Criteria

In order to determine the correct interview sampling the STA will refer to the following criteria provided by Partnerships

- Criteria for Determining Representative Interview Sampling
- Criteria for Determining Representative Work Site Sampling

Along with meeting the minimum overall interviews required, the STA will also want to verify that the interview breakdowns are also representative. The breakdown levels for interviews is as follows:

- Senior Manager
- Manager
- Supervisor
- Worker (Full-Time)
- Worker (Part-Time)
- Worker (Casual)
- Contract Worker

In order to ensure these minimums are met the following criteria is noted:

- Total number of employees:
- Minimum interviews: (refer to Criteria for Determining Representative Interview Sampling)
- Total in the employees in the level:

EXAMPLE

Let's say you have a company with 74 employees. According to the interview sampling table you are required to perform a minimum of 20 interviews. The employee workforce breaks down as follows:

1 Senior Manager
3 Managers
12 Supervisors
58 Workers
74 Total

To ensure that your interviews are representative you need to calculate what percentage each category is of the whole. To start we have:

1 Senior Manager

$1 \div 74 = .014$ $20 \times .014 = .28$ which you round up to 1
Clearly we cannot do .28 of an interview so this one will count as 1 of the 20.

Next, we have 3 Managers

$3 \div 74 = .04$ $20 \times .04 = .8$ which you round up to 1
We cannot do .8 of an interview so you will be required to do a minimum of 1 interview at the manager level.

Now, we have 12 Supervisors

$12 \div 74 = .16$ $20 \times .16 = 3.2$ which you round up to 4
To ensure your interviews are representative you will need to do a minimum of 4 interviews at the supervisory level.

Now we have 58 workers

$58 \div 74 = .78$ $20 \times .78 = 15.6$ which you round up to 16
To ensure your interviews are representative you will need to do a minimum of 16 worker level interviews.

From this simple example we can determine that you need to do a minimum of 22 interviews to be representative.

1 Senior Manager
1 Manager
4 Supervisors
16 Workers
22 Total Interviews

Criteria for Determining Representative Interview Sampling

The interview sample contained within the audit scope must be representative of both the size and the complexity of the organization being audited. All business units and levels of the organization must be reflected in the sample. Depending on the nature of the operation, sample sizes above the suggested minimums may be required. See Table for minimum interview sampling numbers.

To be “representative”, the interview sample must consider all the following variables:

- Number of years employees have been with the company – include a cross-section of everyone from new hires to experienced personnel.
- Department – include personnel from all departments.
- Levels of Personnel – include a cross-section of personnel from every staffing level, management to workers, including part-time and casual. When the audit scope encompasses more than one work site, include a sampling of personnel from each work site included in the scope of the audit.
- Shifts – include a sampling of employees from all shifts.
- Company History – if the company has recently undergone reorganization or other restructuring include personnel from both the “old” and the “new” parts of the company.
- WCB Account/Industry Codes – when the scope of the audit encompasses more than one WCB account and/or industry code, include a sampling of personnel from all WCB industry codes.
- Sites – The number of sites included in the audit must be representative of the overall company operations (see Criteria for Determining Representative Site Sampling). Interview sampling is always based on total employee numbers in the Province of Saskatchewan under the WCB Account and Industry Code, not the total number of employees working at the sites included in the current year’s audit.

Interview Sampling Requirements:

- Interview subjects must be selected by the Auditor.
- The Auditor must demonstrate within the audit report or audit summary that the sample size used for the number of interviews agrees with the criteria presented in this document.
- 3. To ensure the intended interview sampling is being met, auditors must ask all interviewees all the questions required by the audit document, regardless of trends in interview results.
- Organizational chart and/or description of organizational structure.
- Number of employees and types of position at each organizational level. This would include shifts/ part time workers/casual workers.

- A comment box provided below the Justification Chart, the auditor is required to state further justification of the sample and explain departments included etc.

To avoid any confusion over sampling requirements, please contact STA for assistance in determining a representative sample prior to proceeding with the audit.

Minimum Representative Interview Sampling

Total Staff	Minimum Interviews	Total Staff	Minimum Interviews	Total Staff	Minimum Interviews
<5	all	234-240	35	560	66
5	4	241-249	36	561-570	67
6-7	5	250-299	37	571-580	68
8	6	300-302	38	581-595	69
9	7	303-309	39	596-605	70
10-11	8	310-312	40	606-615	71
12-14	9	313-315	41	616-625	72
15-16	10	316-320	42	626-638	73
17	11	321-325	43	639-645	74
18-20	12	326-329	44	646-655	75
21-24	13	330-332	45	656-665	76
25-27	14	333-335	46	666-678	77
28-30	15	336-338	47	679-689	78
31-36	16	339-341	48	690-699	79
37-44	17	342-348	49	700-705	80
45-49	18	349-354	50	706-719	81
50-64	19	355-359	51	720-729	82
65-74	20	360-364	52	730-740	83
75-88	21	365-369	53	741-749	84
89-99	22	370-374	54	750-790	85
100-120	23	375-379	55	791-840	86
121-149	24	380-389	56	841-959	87
150-199	25	390-399	57	960-1000	88
200-204	26	400-475	58	1001-1499	89
205-209	27	476-499	59	1500-1800	90

210-212	28	500-510	60	1801-2500	91
213-214	29	511-519	61	2501-4000	92
215-220	30	520-529	62	4001-4999	93
221-222	31	530-539	63	5000-9999	94
223-226	32	540-549	64	10000-24999	95
227-230	33	550-559	65	25000+	96
231-233	34				

Criteria for Determining Representative Work Site Sampling

For the purposes of a Partnerships Health and Safety Audit, a “work site” will be defined as “any location where a worker is, or is likely to be, engaged in any occupation for their employer.”

- Work sites included in the audit must be representative of the overall company operations. The following criteria shall be used to determine what work sites to include in the scope of an audit.
- Where multiple industry codes/accounts are being included in the scope of the audit, activities under all applicable accounts and industries must be represented in the site sampling.
- If the size of the work site or the number of workers at each site differs greatly from one site to another, the work sites included in the audit must include a cross section of sites that represent these differences.
- Include an sites where conditions may vary or are not consistent with the majority of sites inside the operation (e.g. hazards, geographic location).
- The main office/shop complex must be included in the scope of every audit (both certification and maintenance years). The minimum number of sites required for each annual audit must include the main office/shop complex. If two main offices/shops exist, alternate site visits from one main site to the next on a rotating basis.
- Taking into consideration all the above criteria, the number of work sites included in the scope of the audit must also meet established minimums. If the scope of the audit includes:
 - 2 sites, all sites must be visited.
 - 3-4 sites, at least 2 sites must be visited.
 - 5-8 sites, at least 3 sites must be visited.
 - 9 -30 sites, a third of the sites must be visited (calculations must be rounded up to the nearest whole number).

- Where an employer's operation is composed of 3-30 fixed sites, all sites will be included in an audit at some point during the 3-year audit cycle.
- In cases where an employer's operation is not consistent across sites with regards to location, working conditions, type of work, number of employees, and work site sizes, multi-site audits may require a sampling of more than the minimum number of sites to be representative. In these situations, consult with your CP prior to finalizing site selection.
- If an employer's audit scope is larger than 30 sites, the employer/auditor must consult their CP to determine representative sampling for the audit. The CP may consult with Partnerships to determine the best sampling methodology for these large employers.
- An employer with more than 2 sites cannot use the same combination of sites for COR recertification that were used as the scope of the audit conducted for the last certification.

The sampling criteria charts are minimum requirements. The auditor may require a greater number to be representative.

It is mandatory to have active work sites when conducting an audit.

To avoid any confusion over sampling requirements, please contact STA for assistance in determining a representative sample prior to proceeding with the audit.