**Alberta Construction Safety Association**

# ACSA 2019 AUDIT TOOL | HIGHLIGHTS & INFORMATION

## HIGHLIGHTS OF ACSA'S 2019 AUDIT TOOL

- 10 elements in total, fewer questions than our 2014 tool (116 vs. 121)
- Range Scoring and Cascade Scoring questions added
- Positive indicator requirement increased to a minimum of 70% *(unless otherwise specified)*
- Improved instructions on how to interpret and score questions
- Four personnel interview levels (workers, supervisors, managers, and senior managers)

## AUDIT TIMELINES

| Audit Timelines | 2014 Audit Tool | 2019 Audit Tool |
|---|---|---|
| Data Collection Period | Maximum 45 days | Maximum 45 days |
| Report Writing & Submission | Maximum 45 days | Maximum 21 days |

## SCORING METHODS (TYPES OF QUESTIONS)

All or Nothing

- Auditor will award zero or full points
- A minimum of 70% positive indicators required, unless otherwise stated

Range Scoring

- Auditor can award a range of points (i.e., zero to 10) based on the percentage of positive indicators (i.e., records reviewed or interviews conducted)
- Range scoring allowing for quantifiable verification

Cascade Scoring

- Score awarded is dependent by the score of the previous question
- Question and scoring instructions will indicate when cascade scoring is required

In our new audit tool, all questions have guidelines on how to evaluate, score, and write validation notes.

## VERIFICATION TECHNIQUES

The scoring breakdown of the new audit tool is as follows:

| Documentation | Interviews | Observations |
|---|---|---|
| 50% | 34% | 16% |

# FREQUENTLY ASKED QUESTIONS (FAQ)

### Why is there a new audit tool?

On June 1, 2018, the Government of Alberta passed Bill 30: An Act to Protect the Health and Well-being of Working Albertans. As part of the legislative changes, all Certifying Partners, including the ACSA, were required to adopt the new audit standards formed by Partnerships in Injury Reduction (PIR). The ACSA took this opportunity to develop a new audit tool that is more reflective of our members' needs, while meeting PIR's new audit standards.

### Will ACSA release a new e-Audit tool?

Yes, your ACSA has updated its current e-Audit tool. All 2019 online audits must be completed on the new e-Audit tool which will be released in January 2019.

### Is the ACSA providing training to help companies develop the policies and procedures required by the new audit standards?

Yes, we are updating our Principles of Health and Safety Management (PHSM) and Auditor Training Program (ATP) courses to reflect the new audit standards.

Many of our other courses can assist in the development of your health and safety program, including Contractor Management and Alberta OHS Legislation Awareness courses.

### Do I need to retake PHSM or ATP courses to get trained on the new audit tool?

No, you are not required to retake PHSM or ATP courses. However, we do recommend that certified auditors complete the ATP-Recertification (ATP-R) course which will go over the changes and highlights of the new audit tool. By completing the ATP-R course you will be able to maintain your auditor status for the year.

### My company is due for an internal audit this year, but I'm not ready to use the new audit tool. Are there any alternatives to maintaining my company's COR?

Companies that require an internal COR maintenance audit in 2019 may consider completing a COR Action Plan in place of an internal audit. For more information on COR Action Plans, contact cor@youracsa.ca.

My company won't have the required 12 months of documentation for some of the new elements. Does that mean I cannot achieve a three-year COR?

Companies that have directive documents in place, but not the 12 months of completed documentation for the new elements may still be eligible for a three-year COR.  For more information, contact cor@youracsa.ca.

What if my company does not have all four personnel levels (workers, supervisors, managers, and senior managers) to complete the interview questions in the new tool?

If your company does not have all four personnel levels, we can generate a custom set of interview questions for the auditor. For more information, contact cor@youracsa.ca.

If I recently completed ATP, what audit tool do I use to conduct my self-qualification audit?

Please see the chart below to determine which tool you will use.

| Dates | Tool | Timelines |
|---|---|---|
| Complete data collection on or before December 31, 2018 | 2014 Tool | • 45 days for data collection<br>• 45 days for report writing and submission |
| Start data collection on or after January 1, 2019 | 2019 Tool | • 45 days for data collection<br>• 21 days for report writing and submission |

*If you have questions regarding ACSA's 2019 Audit Tool, please contact our COR Department at cor@youracsa.ca or 1-800-661-2272.*