

# Alberta Construction Safety Association

## Criteria for Determining Representative Work Site Sampling

For the purpose of a Partnership Health and Safety Audit, ACSA Standard Audit Document, a worksite will be defined as “any location where a worker is, or is likely to be, engaged in any occupation for their employer.”

Worksites 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 any 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.
- 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.

### And remember...

Taking into consideration all of the 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:

- 1 sites, site must be visited as well as the main office/shop.
- 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).
- If the number of worksites exceeds 30, the employer/auditor must contact the ACSA COR department to determine representative sampling for the audit.