



Alberta Construction
Safety Association

2023 COR AUDIT Instrument

Observation Checklist

Rev. 0.1

Introduction

The following pages list all questions in the ACSA COR Audit Instrument that are evaluated by observation. Follow the detailed instructions and validation note requirements for each audit question found in the ACSA 2023 COR Audit Instrument document. Each audit question has specific requirements and observations relate directly to documentation and interviews.

It is important to review the audit questions prior to the tour of each work site and take note of the requirements.

The auditor must record field notes during the observation tour of each site to be able to complete Validation Notes (i.e., comments) in the audit.

Observation Tour

- The auditor walks through the work site(s) and verifies through observation the items identified in the audit questions outlined below.
- As the items are observed, the auditor takes notes about their location and takes detailed field notes.
- The auditor should record information relevant to scoring and creating the required validation note for each audit question.
- An employee from the organization being audited must accompany the auditor during the observation tour.
- This is not a detailed inspection.
- The auditor should note general site conditions as well as levels of compliance with policy and legislation.
- The auditor may need to attend a site-specific orientation, complete specialized training, wear proper PPE, and review relevant legislation before visiting each site.
- If the auditor observes a situation where imminent danger may be present, they should immediately report this to the supervisor in charge.
- Request permission from the employer prior to taking any pictures when visiting the sites.

Audit Question	1.12	Does the company provide access to current, applicable health and safety legislation?	
Positive Findings		Negative Findings	
Field Notes			

Audit Question	2.10	Is health and safety information readily available to affected external worksite parties as per legislated requirements?	
Positive Findings		Negative Findings	
Field Notes			

Audit Question	3.9	Are the names and contact information of the HSC members and/or the HS representative readily available to employees?	
Positive Findings		Negative Findings	
Field Notes			

Audit Question	6.2	Have the identified engineering controls been implemented?	
Positive Findings		Negative Findings	
Field Notes			

Audit Question	6.4	Are the identified personal protective equipment (PPE) controls implemented?	
Positive Findings		Negative Findings	
Field Notes			

Audit Question	7.6	Have deficiencies identified through formal inspections been corrected?	
Positive Findings		Negative Findings	
Field Notes			

Audit Question	7.10	Is all equipment requiring preventative maintenance included within the preventative maintenance program?	
Positive Findings		Negative Findings	
Field Notes			

Audit Question	8.2	Does the Emergency Response Plan (ERP) identify the potential emergency scenarios applicable to the company's operations and legislated requirements?	
Positive Findings		Negative Findings	
Field Notes			

Audit Question	8.10	Are appropriate first aid equipment and supplies available in accordance with occupational health and safety legislation?	
Positive Findings		Negative Findings	
Field Notes			

Audit Question	9.8	Are the recommended corrective actions implemented?	
Positive Findings		Negative Findings	
Field Notes			

Audit Question	10.1	Is health and safety information readily available to employees? (hazard assessments, inspections, emergency response procedures, safe work practices/procedures, HSC meeting minutes, etc.).	
Positive Findings		Negative Findings	
Field Notes			