



COR Audit Instrument Updates (2023)

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- COR Audit Instrument Change – Bill 47
- Common themes
- Highlights 2023 Audit Instrument
- Instructions, Scoring and, Validation
- Creating Validation Notes
- Sampling
- Tips for a successful 2023 audit



- Bill 47 – Triggered legislation changes:
 - OHS Act
 - WCB Act
 - Radiation Protection Act
- Changes were the result of collecting feedback from:
 - Industry
 - Members
 - Auditors





You asked:

- Be clear in the audit instrument
- Provide clear instructions and scoring steps
- Build in an option for questions that are not applicable
- Require cascade scoring be the same values

Being clear and concise

- By removing redundancies
- Changing how we format the specific question criteria
- Reducing the number of questions within the audit
 - 2023 Audit – 108
 - 2019 Audit – 116
 - 2014 Audit – 121

Easy to understand instructions and scoring steps

- Consistent language and phrasing
- Simplified calculation layouts
- We removed letters from all questions and used sequential numbering

Options have been expanded to include N/A

- Three questions updated to include the N/A option

ACSA COR Elements

1. Management Commitment
2. Public, Visitors, and Contracted Employers
3. Health and Safety Committees /
Health and Safety Representatives
4. Training
5. Hazard Assessment
6. Hazard Control
7. Inspections and Maintenance
8. Emergency Response
9. Investigations
10. Program Administration



Question	2.3	Validation Method/Scoring	Documentation (0–5)
Is a process in place to manage contracted employers?			
Instructions	Scoring		Validation Note Criteria
<p>There are four criteria for this question</p> <ul style="list-style-type: none"> Evaluate Select Monitor Address non-compliance <p>This is the total number.</p> <ol style="list-style-type: none"> Review the relevant documentation to determine how many of the four criteria are in place. This is the number of positive indicators. If the company does not use contracted employers, mark this question as N/A and provide a comment in the validation notes. 	<p>Divide the number of criteria found by the total of four criteria.</p> <p>For example, consider the following scenario and calculation.</p> <ul style="list-style-type: none"> Company has met all criteria except for the process of monitoring. <p>In this case, the calculation would be as follows.</p> <ol style="list-style-type: none"> Divide 3 (positive indicator) by 4 (total number) = 0.75 Multiply 0.75 x 5 (available points) = 3.75, rounded to 4 Assign 4 points 		<ol style="list-style-type: none"> Must fully answer the question as presented. Must state the number of positive indicators and the total number. Must identify one company specific example to support one of the criteria. Must identify all missing criteria, if applicable. Must provide comment if N/A.

Validation note requirements are better defined – making the end users inputs easier

Documentation (Q 1.1)

1. Must fully answer the question as presented
2. Must state the number of positive indicators and the total number
3. Must state a specific detail from the policy
4. Must identify all missing criteria, if applicable

Interview

Questions will possess the same criteria

1. Must fully answer the question as presented
2. Details of a positive response from the interviewee, or
3. Details of a negative response, if applicable

Observation (Q 10.1)

1. Must fully answer the question as presented
2. Must state the number of positive indicators and the total number
3. Must provide an example where health and safety information is readily available
4. Must provide an example where health and safety information is not readily available, if applicable



Sampling has remained unchanged

Choosing appropriate sample size will:

- Save time for the auditor
- Still provide an accurate evaluation of the company's Health and Safety Management System.



Tips to ensure your 2023 Audit is a success:

- Ensure to follow the validation note criteria
- Keep your auditor (field) notes for 12 months
- Use logical and consistent sample sizes
- Ask the company contact for clarity
- Contact Your ACSA for support



- Documentation and resources for the 2023 Audit Instrument can be found at www.youracsa.ca
- Contact Your ACSA COR Team at cor@youracsa.ca