

ACSA COR Audit Condensed Observation Checklist

Introduction

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

It is important to review the checklist and audit questions prior to the tour of each work site and take note of requirements. For example, Question 7.8 requires a list of equipment mentioned in the employer's preventative maintenance program documentation.

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	Observation Instructions	Positive	Negative
1.8 b)	<p>Observe work sites to verify appropriate health and safety resources are available as identified during the interviews.</p> <ul style="list-style-type: none"> • Materials (e.g., safety manual, inspection checklists, SDS, etc.) • Safety representatives (including health and safety committee members) 		
1.9	<p>Observe work sites to verify Health and Safety legislation is readily available to employees either in paper form or stored electronically.</p> <p>Examples include:</p> <ul style="list-style-type: none"> • Provincial OHS Act, Regulation, and Code • Federal Legislation (e.g., Canada Labour Code, Part II), if applicable • Transport Safety Codes (e.g., TDG, National Safety Code) • Environmental regulations 		
2.7	<p>Observe work sites to verify applicable Health and Safety documentation is readily available to other employers, self-employed, and visitors either in paper form or stored electronically.</p> <p>Auditor may apply n/a if other employers and/or self-employed persons are not typically present on company work sites.</p>		
3.9	<p>Observe work sites to verify the names and contact information of the Health and Safety Committee members and/or the Health and Safety Representative(s) are posted.</p> <p>NOTE: If the worksite has 1-4 employees, or does not exceed 90 days at worksites, and has not otherwise been ordered to establish representation or a committee, N/A may be applied to this question.</p>		
6.3	<p>Sample engineering controls identified in the formal hazard assessments to verify implementation. Observe the work areas to confirm these assigned engineering controls are in place. Auditor must include high hazard items in the sample to verify they have been given priority.</p>		
6.5	<p>Sample personal protective controls (PPE) identified in the formal hazard assessments to verify implementation. Determine a sample of PPE controls, and verify through observation they are in place. Auditor must include high hazard items in the sample to verify they have been given priority.</p>		

Audit Question	Observation Instructions	Positive	Negative
6.7 b)	Select several controls from formal hazard assessment documents and list them below. Confirm their availability through observation. Ensure controls identified in relation to high priority hazards have been included in the sample.		
	Engineering Controls		
	Administrative Controls		
	Personal Protective Equipment		
7.4 b)	Select a sample of corrective actions identified on Inspection Checklists/Forms. Confirm their implementation through observation. Where no deficiencies are identified or observable, this question may be marked not applicable (n/a).		
7.8	Prior to the observation tour, generate a list of all types of equipment in the preventive maintenance program, equipment inventory lists, or maintenance records for work sites to be visited. During the site visit, determine if the equipment within the preventive maintenance program is consistent with the equipment found on the work site. A sample may be required for large work sites.		
8.1 b)	Prior to the observation tour, identify emergency scenarios in the company's ERP that are applicable to the work activities at the work sites. During the visit, determine if the ERP covers sufficient emergency scenarios for the work sites. In particular, determine if any scenarios covered by legislation were missed.		
8.5	Review the ERP or reference legislated requirements to determine the required emergency equipment. Confirm the equipment listed in the ERP is available and in working condition. Examples include: high visibility clothing, self contained breathing apparatus, spill kits, fire extinguishers, and aerial work platforms (as identified in fall rescue plans), etc.		

Audit Question	Observation Instructions	Positive	Negative
8.10	<p>Review provincial occupational health and safety (OHS) regulations for first aid equipment and supplies required for the work sites to be visited. Observe first aid equipment and supplies during work site visits.</p> <p>Examples include:</p> <ul style="list-style-type: none"> • No. 2 First Aid Kit • Blankets • First Aid room 		
9.8 b)	<p>Select a sample of recommended corrective actions identified on incident investigation reports and record them. Confirm their implementation through observation.</p> <p>If corrective actions are not observable, the observation portion of this question may be marked not applicable (n/a).</p>		