

Ask the Auditor

An SCSA Audit is a structured process used to verify the performance of a health and safety management system through comparison to an industry standard. The SCSA National Standard Safety Program Evaluation Tool; often referred to as the Audit Tool, is a document designed to record, measure and present the results of a safety audit. The questions for this edition of the Ask the Auditor are based on the Certificate of Recognition (COR®) Audit requirements.

8.1 Does the employer have a formal orientation program?

The company must have their own company specific orientation program or process for workers. Relying on another company's (such as a General Contractor) will not satisfy this COR® requirement.

8.2 Is orientation mandatory for all personnel before starting work?

Orientations for all employees must be on file. This includes regular workers, long-term employees that may have started prior to the implementation of orientations, all administration or office staff, and all sub-contractors.

8.3 Is there a standardized written orientation form?

There must be a standardized form used to ensure consistency for all new employees. A company may have different content for different personnel that covers the emergency response plans, safe work practices, and safe job procedures pertinent to their position.

8.4 Does the form provide for signatures of both workers and the person conducting the orientation?

The orientation form must provide for the names and signatures of both student and trainer.

8.5 Are mandatory training requirements verified or is training provided before starting work?

Training records must support the requirements mandated by policy such as Workplace Hazardous Materials and Information Systems (WHMIS), Transportation of Dangerous Goods (TDG), and Hydrogen Sulphide (H2S) training. Cross reference with other documentation (i.e. hazard assessments, fall protection work plans, confined space permits, etc.) to ensure that only people with proper training are performing the work.

8.6 Are training records maintained?

The company must have training records on file for all employees. This includes copies of all specialized training tickets/certificates used for the job and they must be readily available. Typically, a company uses some sort of tracking or matrix to fulfill this requirement.

8.7 Is job-specific training provided and documented as required?

Training records must show that training is provided for job-specific tasks. This type of training should include procedures and practices. Other job-specific training would be required to use certain equipment or perform certain work (ex. fall protection)

8.8 Does a qualified person conduct job specific training?

Training records must specify who conducted the training. When in-house training is provided records must verify that the trainer is competent to provide that specific training.

8.9 Have supervisors received training in workplace inspections and health and safety responsibilities?

All supervisors – as defined by Occupational Health & Safety (OH&S) regulation 2(1) (ddd) – must have training specific to their responsibilities. At minimum, the training must cover their legislated responsibilities as per OH&S regulations and how to perform tasks specific to their positions, such as inspections, 'Tool Box Talk' safety meetings, etc. SCSA's Leadership for Safety Excellence course meets all this criteria.



8.10 Is a system in place to measure knowledge and competency?

There should be records of tests or exams associated with orientations and in-house job specific training. There may also be practical proficiencies to complete tickets and prove competency for specific skills.

8.11 Does the employer hold scheduled health and safety meetings?

A safety meeting is held with all staff, and occurs on whatever schedule works best for the organization, but normally is done monthly or quarterly. This frequency must be stated in the safety manual. They typically cover a safety topic, reviewing of policies/safe work practices/safe job procedures, sharing of information (inspections, incidents, near misses, or other safety related information), and reporting of concerns by the Occupational Health Committee (OHC). Employee comments must be included and recorded in the minutes.

8.12 Does senior management attend or participate in health and safety meetings?

Senior management is expected to attend health and safety meetings periodically. They must sign the attendance sheets to document their presence.

8.13 Is a prepared agenda followed and are minutes and attendance of the meeting kept?

There must be a planned agenda. Meeting minutes must contain the details of what was discussed, not just the topic. The auditor should critique the content of the meetings to determine what safety topics are being discussed. There must be legible attendance records.

8.14 Does two-way communication exist during these meetings?

The meeting agenda must include an opportunity for employees to bring up comments or concerns. These must be documented to demonstrate this does exist for each meeting.

8.15 Are tailgate/toolbox meetings held regularly and documented as per policy?

A Toolbox/Tailgate meeting is held on a daily or weekly basis for each crew performing work. This frequency must be stated in the safety manual. It should only last 15-20 minutes so crews can get to work. If there are crews working at multiple sites then each should have its own meeting specific to that site. It should cover the tasks/jobs for that day or week, review of any safe work practice or job procedure that will be used, identification of hazards associated with that work, and any pertinent information for that job site (incidents, bulletins, etc.). Employee comments must be included and recorded in the minutes.