

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.

What are the requirements for supplying documentation during an external audit?

Companies shall provide access to all documentation since the last COR® External audit. During COR® re-certification audits the auditor will primarily review documentation from the past 12 months. The auditor will also review documents from the previous 3 years to measure consistency.

What are the requirements when determining worksites for observations?

A minimum of two Saskatchewan worksites are required, however the auditee must reveal ALL active

worksites within Saskatchewan. In addition, the worksites must be verified and confirmed with the SCSA Program Auditor 1 week prior to the audit. It is the sole responsibility of the company to schedule the audit during active work periods.

All company owned and/or operated facilities must be included in the scope of every audit. These facilities include but are not limited to all office, shop, yard, storage facilities, job site trailers and company vehicles.

A company with 2 or more sites cannot use the same combination of worksites for COR® recertification that were used as the scope of the audit conducted for the last certification. Where multiple industry codes are being included in the scope of the audit, activities under all applicable industry codes must be represented in the site sampling.

What are some of the determining factors when selecting candidates for the interview process?

The number of interviews conducted depends on the number of employees that work for or provide service to the auditee. Employee count and interviews include: casual, part time, full-time, shift workers, office staff and subcontractors. There is a table as a guideline in determining the interview sample size.

The SCSA Program Auditor will select candidates from a broad base of experience, training and qualifications. New hires, transfers and sub-contractors will also be included in the selection. Interviewees may be selected based on the tasks performed.

How will the Auditor evaluate the continuous improvement from previous audits?

The company will provide previous corrective action plans and tracking of who rectified the deficiencies and when. The auditor will determine from this form whether the changes addressed the root cause of problem area identified and if they were implemented.

What are the COR® training requirements?

(Note: Safety Auditor and WHMIS Train the Trainer require re-certification every 3 years and individuals with SCSA Internal Auditor status must conduct an audit and submit it to the SCSA on an annual basis) The four COR® courses that must be completed and maintained are Safety Management, Leadership for Safety Excellence (LSE Proficiency), Safety Auditor, WHMIS Train the Trainer or Basic Training Techniques.

***A companies
"SCSA COR Trained
Employee" must
maintain the COR®
courses and their
SCSA Internal
Auditor Status.***

**What information
should be provided to
the auditor prior to the
commencement of the
audit?**

A company must provide a complete list of changes made to the company health and safety program since the last audit.

A company must notify the SCSA of any specific training requirements, testing and PPE required of the SCSA Program Auditor to access site locations.

**As an employer what are
my responsibilities to meet
the COR® programs codes
of conduct?**

By participating in the COR® program, employers agree to practice positive interpersonal and communication skills, as well as behave in such a manner that good faith, honesty, and integrity will not be questioned. Abusive and unprofessional behaviour will not be tolerated. The SCSA reserves the right to postpone an External Audit when employer codes of conduct are in question.

Employers must accurately and not knowingly make false or misleading statements. When an employer is suspected of intentionally fabricating documentation, or has misrepresented/omitted information relevant to the External Audit, the SCSA reserves the right to postpone the External Audit. COR® Certification may also be revoked.

**The SCSA Electronic Audit Tool is
now available!**

**Email loris@scsaonline.ca to
request the E-Audit Tool package
to use for your upcoming internal
COR® maintenance audit.**

