

2008 Executive Report Guidelines



All fields are mandatory!

BACKGROUND INFORMATION

Audit Type: choose appropriate type of audit.

Municipality Audited: provide municipality name, address, WCB account number and industry code, contact person and their telephone, fax, and email addresses.

Onsite Dates: provide start and end dates of onsite activity. Required for WCB database which controls COR/PIR refund. Maximum 45 days for onsite activity.

Operations Active? Operations must be active at the time of the audit. Check the “yes” box to confirm.

PURPOSE (included in template)

SCOPE

Brief Description of Operations: write a brief description of the activities/operations of the municipality.

Brief Description of Organizational Structure: write a brief description of the organizational structure of the municipality. Attach an organizational chart that does not include confidential data (e.g. employee names).

Work Sites Sampled: All departments must appear on this chart, their site/location, and whether or not they are included in the scope of the audit. Attach an additional page if necessary.

Site Sampling Justification: write a brief description of the sites chosen. Ensure you’ve chosen a representative sampling which also meets the site minimums — see Table 1 – **2008 Audit Sampling Criteria**.

Interview Sample: attach completed Table 2 – Organizational Structure for Determining Interviews and Table 3 – Interview Selection Sheet, as well as the Interview Summary Sheet (these are available in the Audit Tool). Provide the total number of employees at the time of the audit (from Table 2) and the minimum number of interviews required from Table 1 – **2008 Audit Sampling Criteria**. Ensure you’ve chosen a representative sampling of employees, which also meets the interview minimums in Table 1.

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Remember to include the total number of employees of the municipality, not just those in the site sample.

Auditors: If a single auditor conducted the audit, complete “Lead Auditor” section of page 3 only. If more than one participated, complete Leader Auditor and “Team Auditors”:

- No requirement for address for the team members, but you must describe the role each auditor played in the audit process. Each **must be involved in all aspects** of the audit in order to receive credit towards maintenance of auditor certification!
- If more than 5 auditors on the audit team, submit a separate sheet.

ELEMENT BY ELEMENT SUMMARY

Include the total score and percent achieved in each element.

Partnerships standards require audit reports to include both “strengths and suggestions for improvement”. To meet the intent of this standard, auditors are required to include Strengths and Suggestions for Improvement:

- **Keep focused on “systems”**. Any specific issues identified while on site can be referenced during the post-audit meeting or observation tours, but formal audit findings should remain focused on health and safety systems (not items that would normally be identified during inspections).
- Provide enough information to ensure suggestions for improvement are meaningful to the municipality.
- Suggestions for improvement must be clear and actionable, and include a rationale for how they will improve health and safety on site.
- Avoid making improved audit scores/COR the reason for a recommendation; the focus should always be on enhancing an employer’s health and safety management system.

NEXT STEPS (included in template)

CONCLUSION

Write a brief concluding statement. As well, we recommend you thank the municipality for the opportunity to conduct the audit and the participants for their cooperation.

LEAD AUDITOR SIGN-OFF Only the lead auditor is required to sign the Executive Report.