

TABLE 1: 2008 Audit Sampling Criteria



Interviews

The interviews for the audit must be **representative of both the size and the complexity** of the municipality being audited. Review Representative Interview Sampling (below) and Interview Minimums table (below) prior to conducting an audit.

Interviewees are selected by the auditor (this may be done in consultation with the employer).

If you have questions about the sampling requirements, please contact AMHSA for assistance in determining a representative sample prior to conducting the audit.

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REPRESENTATIVE INTERVIEW SAMPLING

All business units and levels of the organization must be reflected in the sample. To ensure interview sample size is representative, **more than suggested minimums may be required!**

- ✓ **Number of years employees have been with the company:** include a cross-section of everyone from new hires to experienced personnel;
- ✓ **Departments:** include personnel from all departments;
- ✓ **Levels:** include a cross-section of personnel from every staffing level, management to workers, including part-time and casual. Include sampling from each work site included in the scope of the audit;
- ✓ **Shifts:** include employees from all shifts;
- ✓ **Company History:** if recently reorganized or restructured, include personnel from both the “old” and “new” areas; and
- ✓ **WCB Account/Industry Codes:** if the scope of the audit includes more than one WCB account and/or industry code, include personnel from all accounts/codes.

INTERVIEW MINIMUMS

Total Staff	Minimum Interviews	Total Staff	Minimum Interviews	Total Staff	Minimum Interviews
0-9	ALL	86-99	22	339-369	53
10-12	9	100-149	24	370-475	58
13-17	11	150-199	26	476-550	65
18-24	13	200-220	30	551-600	70
25-30	15	221-240	35	601-700	80
31-44	17	241-299	37	701-800	86
45-64	19	300-320	42	801-900	90
65-85	21	321-338	47	901-1,000	100

(Contact AMHSA regarding minimum interviews for over 1,000 employees.)

See SITES criteria on page 2!

Sites

A “work site” is defined as “any location where a worker is, or is likely to be, engaged in any occupation for their employer”. Work sites included in the audit must be representative of the overall municipality’s operations. Both representative site sampling and site minimums are criteria to determine which sites to include in the audit.

REPRESENTATIVE SITE SAMPLING

- ✓ Where **multiple WCB industry codes/accounts** are included in the scope of the audit, activities under all applicable accounts and industries must be represented in the site sampling;
- ✓ If **size of the site or number of workers** at each site differs greatly from one site to another, include a cross-section of sites that represent these differences;
- ✓ Include any **sites where conditions may vary or are not consistent** with the majority of sites inside the operation (e.g. hazards, geographic location);
- ✓ The **main shop/office complex** must be included in the scope of every audit (external and internal). The minimum number of sites required for annual audits must include the main office/shop complex. If two main offices/shops exist, alternate site visits on a rotating basis.

In cases where an employer’s operation is not consistent across sites with regards to location, working conditions, type of work, number of employees and work site sizes, audits may require a sampling of **more than the minimum number of sites to be representative**. In these situations, consult with AMHSA prior to finalizing site selection.

SITE MINIMUMS

The work sites included in the scope of the audit must also meet established minimums as follows:

Number of Sites	Minimum Number to Visit
2	ALL
3-4	2
5-8	3
9-30	1/3 of all*

* calculations must be rounded up to the nearest whole number

Where an operation is composed of **3-30 fixed sites**, all sites must be included in an audit at some point in the 3-year audit cycle. If the audit scope is larger than 30 sites, the auditor must consult with AMHSA to determine representative site sampling for the audit. AMHSA may consult with Partnerships to determine the best sampling methodology for these large employers.

NOTE: An employer with more than 2 sites **cannot use the same combination of sites** for COR recertification (external audits) as was used for the scope of the last COR certification (external) audit.

If you have questions about site sampling requirements, please contact AMHSA for assistance. We will help you calculate a representative sample prior to conducting the audit.