

AMHSA Auditor Notice

2008 External Audits

Many 2008 external audits have been requested and responsible municipalities already confirmed for about 1/3 of those requests.

AMHSA is grateful for the cooperation of its members, contacts, and auditors for their participation in the peer audit process. Our new COR/Training Coordinator, Susanne L'Heureux, is assisting in the external audit planning process this year and looks forward to working with you.

If your municipality is ready for an external health and safety audit in 2008 and you have not yet contacted us, please submit your request as soon as possible to help our planning process. Call (780) 417-3900 or 1 800 267-9764 and speak to Shannon or Susanne.

New Documents

Be sure to use the 2008 documents to conduct your next audit. The following are available online for download:

- 2008 Sampling Criteria
- 2008 Executive Report Template
- 2008 Executive Report Guidelines
- New QA Review Form

See: www.amhsa.net/PIR-Program#tool

Remember to "enable macros" when opening the Excel audit tool.

Questions? Email shannon@amhsa.net

Fatal Flaws

If the following requirements are not met they are considered fatal flaws:

- From start to finish, the **on-site audit activity must occur within 45 days**, unless prior approval was given by Partnerships
- The audit must be **received by AMHSA within 45 days following the last day of on-site activity** (otherwise the audit is considered stale and will be rejected; the auditor will need to re-audit the organization)
- The auditor must have conducted the **appropriate number of interviews**, in accordance with the interview sampling standards, and

representative of the organization

- **A representative number of worksites must be visited** in the observation tours
- The audit must be started from scratch—**no boilerplating** (taking a previous audit and replacing comments/scores)

When any of the above fatal flaws are found, AMHSA does not review the audit for quality assurance and it does not get processed for PIR. This means the municipality will lose its COR (internal or external audits).

Please call if you require clarification about representative sampling.

Firefighters

AMHSA often receives questions about firefighters and audits. Please note:

- If the municipality's firefighters are **covered by the WCB Code** being audited, they **must be included in the scope of the audit**—interviews, documentation review, and observational tours.
- If **volunteer firefighters are covered by the WCB Code**, they are **included in documentation review and observational tours, but excluded from interviews**.
- If there are **municipal staff who work at the fire stations** (chief, deputy chief, administrative staff) who are covered by the WCB Code, they are **included** in the audit scope.
- If the firefighters are **not covered by the WCB Code** being audited, they are **excluded from the audit**—no interviews, documentation review or observational tours.

Justification Tips

AMHSA strives to provide quality training for its health and safety auditors. We understand, however, that many municipal auditors conduct very few audits/year. As a refresher before you begin your next audit, please review the following guidelines for writing audit justifications:

DOCUMENTATION

- Provide positive indicators
- Describe what was in place or missing
- Address each part of question—always read “Note to Auditors”

Question 4.7: Do the reports identify who is responsible for corrective actions? Note to auditors: Review completed reports. A position or an individual must be assigned responsibility for carrying out each corrective action.

Example 1: *80% of the completed reports reviewed assigned responsibility to an individual for each corrective action. Recommend reminding inspections team at next meeting. Score 4/5.*

Example 2: *Yes, all of the completed reports include the position responsible for carrying out corrective actions. Score 5/5.*

INTERVIEWS

- Provide positive response rate (transfer % from Interview Summary Sheet)
- Base score on positive response rate (total score available x percent positive)
- Include examples of responses or summary of responses

Question 4.13: Do workers participate in formal inspections? Workers should be actively involved in the formal inspection process. Not every worker must participate in formal inspections; but workers should know that other workers do.

Example 1: *75% positive response from workers interviewed. E.g., help conduct inspections, don't participate but know others who do. Score 8/10.*

Example 2: *All workers either participated in the inspections or knew who was involved. Score 10/10.*

OBSERVATIONS

- Provide positive indicators
- Describe what was in place or missing
- Give examples of what you observed

Question 4.11: Have the recommended corrective actions been implemented?

Note to auditors: Pick several corrective actions identified in the reports reviewed in Question 4.6. In the observation tour, determine whether the corrective actions have been carried out. (Auditors may have to speak informally with the workers.)

Example: *Auditor chose 7 corrective actions from 4.6 to follow up. Confirmed that all 7 had been implemented. For example, guard added to saw in public works and boxes blocking door in town office cleaned up. Score 20/20.*

If you have questions while determining your audit sample size or writing justifications, please call us:

(780) 417-3900 or 1-800-267-9764

We're here to help!

- Scores can only be whole numbers—round up or down as required
- Quantify all scores, even when awarding all available marks—e.g. "All" completed reports
- Vague language such as "some", "most", "a few", and "not all" is not sufficient to justify scores