AMHSA Auditor Notice

Alberta Municipal Health and Safety Association

April 2010

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2010 External Audits

To participate in the 2010 external peer audit process, municipalities must submit a written request to AMHSA by June 11, 2010. Requests must include:

- Municipality name and mailing address
- Contact person (name, phone, fax and email)
- Scope (number of staff, sites)
- Names of auditors
- Preferred month for audit to take place

Emailed requests to participate in the external peer audit process can be sent to Susanne@amhsa.net.

AMHSA also offers the option to hire a consultant auditor instead of participating in the peer audit process. Contact Susanne L'Heureux by email or phone (780) 417 - 3900 ext. 226 to obtain a list of AMHSA-certified consultants.

Updated Documents and Information

Before starting your 2010 audit, please ensure you have the current documents. Everything you need is available to download from our website – see the COR Audits page at www.amhsa.net/pages/PIR-COR/Audits.aspx. Note that AMHSA's Municipal Health and Safety Audit Tool was updated in 2010 and now includes more detailed instructions for auditors and a worksheet containing sample justifications. In addition, Table 1 – Sampling Criteria has been updated and added to the excel file. Remember, the main shop and office must be included in the site sample for every audit!

Frequently Asked Questions

FAQs about municipal health and safety auditing are on our website. Topics include:

- General,
- Definitions,
- Auditor Training and Maintenance,
- Auditor Qualification (Certification) Audits,
- External Audits, and
- Quality Assurance Reviews.

See www.amhsa.net/pages/FAQs/Auditing.aspx.

TRAINING

If your auditor number begins with "07", your certification will expire this year. The next Auditor Recertification course is currently being scheduled for this Spring – call AMHSA to be put on the waiting list. The course will also be scheduled for the fall in both the Northern and Southern parts of the province. The Recertification course now includes a written exam, which requires 80% to pass.

Contact lorraine@amhsa.net to register and watch the online course calendar at www.amhsa.net/pages/Courses/CourseSearch.aspx for details.

Quality Assurance Reviews

All audits will be reviewed by one of AMHSA's audit analysts, using the Partnerships QA Review Form. There are two requirements for audits to be processed for PIR: 1) must receive QA review score of 80% or higher and 2) all required revisions must be made by the deadlines provided to the auditor. Details about AMHSA's policies regarding revisions, etc., can be found in the COR Policies and Procedures document.

Before submitting an audit for QA Review, check the following:

A) Justification Notes:

Observation questions – answer the question asked, quantify the score awarded by providing positive indicators, and provide examples of what you saw.

Interview questions – provide the positive response rate (from Interview Summary Sheet), base score on that rate, and provide either examples or a summary of responses

Documentation questions – answer all parts of each question, and quantify score awarded (provide positive indicators such as "all", "none", % or #/#).

B) Executive Report:

Auditors are required to write clear, actionable suggestions for improvement, provide a review of program strengths, and maintain an objective tone. Remember that a thorough Executive Report provides the employer with a review of what is working well and suggestions to improve system weaknesses. Avoid first person statements which introduce a subjective tone – this can erode the authority of the audit findings (e.g. "I feel, I believe").

PIR Requirements

The 2010 PIR Requirements are being mailed to CAOs of participating municipalities this month. The document outlines the partners' roles, and includes information on the program, registration, audits and auditors, and more. It will be posted on our website at www.amhsa.net/pages/PIR-COR/default.aspx.

Questions

If you have questions about anything contained in this Update or about municipal auditing, please contact AMHSA's Team Leader, Shannon Thomas:

Email: Shannon@amhsa.net
Telephone: (780) 417-3900, ext 223 or
1 (800) 267-9764

To subscribe to this, or other AMHSA email newsletters, please visit our website at www.amhsa.net or call us at 1 (800) 267-9764.