



Canadian Federation of Construction Safety Associations

COR[®] Harmonized Audit Instrument



Effective: June 9, 2022

DRAFT Revision Date(s): April 11, 2022

Harmonized Audit Template for AHJ's

Section #	Section Name	Possible Score	Actual Score	Minimum Standard	Minimum Standard Achieved		Auditor Comments
					YES	NO	
1	Safety and Health Policy	18		9			
2	Hazard Assessment, Analysis and Control	45		23			
3	Safe Work Practices	12		6			
4	Safe Job Procedures	21		11			
5	Company Safety Rules	15		8			
6	Personal Protective Equipment (PPE)	22		11			
7	Preventative Maintenance Program	17		9			
8	Training and Communication	46		23			
9	Inspections	30		15			
10	Investigations and Reporting	30		15			
11	Emergency Preparedness	30		15			
12	Statistics, Records and Document Control	22		11			
13	Legislation	10		5			
14	Procurement and Contractor Management	22		11			
15	Provincial/ Territorial Supplement						
TOTAL		340		272			

The minimum standard is **80 per cent** overall and **50 per cent** each section.

Safety and Health Program Verification		Score Weighting	Technique Employed			Points Awarded
1	Safety and Health Policy		D	O	I	
	<p>Senior management shall establish, implement, monitor, and maintain a documented occupational safety and health policy appropriate to the scale and nature of the organization's operations and activities, and associated risks.</p> <p>Does the employer have a written safety and health policy that:</p>					
1.1	Includes management's commitment to provide a safe and healthy work environment?	3				
1.2	Expresses a commitment to work in a spirit of consultation and cooperation with the workers?	3				
1.3	Addresses accountability and responsibility for safety and health for workplace parties?	4		AND		
1.4	Is signed by current senior management and appropriately dated?	2				
1.5	Is visibly posted in the workplace and/or made readily available to all workplace parties.	3		OR		
1.6	Is communicated to workplace parties?	3				
COR® total points possible/ awarded		18				

Safety and Health Program Verification		Score Weighting	Technique Employed			Points Awarded
2	Hazard Assessment, Analysis and Control		D	O	I	
	<i>The organization shall establish, implement, monitor, and maintain a documented policy statement, procedure(s) and / or guideline(s) for assessing, analyzing, and controlling hazards that is appropriate to the nature of the hazards and level of risk.</i>					
2.1	Do formal hazard assessments include all aspects of company operations, including routine and non-routine where work is performed?	7				
2.2	During hazard assessments are both existing and potential hazards identified and reported?	3		AND		
2.3	Are risks assessed/evaluated prior to work being performed?	3				
2.4	Are risks reassessed/re-evaluated as when people, equipment, material, environment, or processes are changed?	6		AND		
2.5	Are design and layout of the work area, ergonomics, machinery, and processes considered in the assessments?	3				
2.6	Are appropriate personnel involved in the hazard assessment process?	4		AND		
2.7	Are the personnel competent to participate in the hazard assessment process?	4		AND		
2.8	Has a list of critical tasks or activities been created and/or included within the hazard assessments?	4				
2.9	Are controls developed for identified hazards using the hierarchy of controls?	4	O R			
2.10	Are individuals / roles assigned to implement the controls identified?	3		AND		
2.11	Is there a process / timeline for indicating when the control is implemented?	4	O R			
COR® total points possible/ awarded		45				

Safety and Health Program Verification		Score Weighting	Technique Employed			Points Awarded
3	Safe Work Practices		D	O	I	
	<i>Safe work practices are generalized “do’s and don’ts” of how to carry out a task or use equipment. Practices inform the worker about the hazards that are present and provide direction on how to safeguard against the hazards. They are general guidelines (safety tips) only and do not need to follow any specific order.</i>					
3.1	Have safe work practices applicable to operations been written?	2	AND			
3.2	Are they understood by workers?	2				
3.3	Are they readily available?	2		AND		
3.4	Are safe work practices followed by employees?	4				
3.5	Have both management and workers participated in the development/review of these practices?	2		OR		
COR® total points possible/ awarded		12				

Safety and Health Program Verification		Score Weighting	Technique Employed			Points Awarded
4	Safe Job Procedures		D	O	I	
	<i>Safe job procedures are written, step-by-step instructions for completing specific tasks safely. Safe job procedures must clearly identify the steps required to complete the task (in proper order), the hazards the worker could be exposed to, the control measures, and what to do in an emergency (i.e.: spill containment, shut down).</i>					
4.1	Do the safe job procedures accurately reflect the employer's current work activities, including high risk or critical tasks?	6	AND			
4.2	Are they understood by workers?	4				
4.3	Are these procedures available and easily accessible to workers?	3		AND		
4.4	Are safe job procedures followed by employees?	4				
4.5	Have both management and workers participated in the development/review of these procedures?	4		AND		
COR® total points possible/ awarded		21				

Safety and Health Program Verification		Score Weighting	Technique Employed			Points Awarded
5	Company Safety Rules		D	O	I	
	<i>The organization shall establish, implement, monitor, and maintain a documented policy statement, procedure(s) and / or guideline(s) for company safety rules.</i>					
5.1	Does the policy, procedure or guideline include responsibilities for setting, implementing, and complying with company rules.	2				
5.2	Are both company and project (work location) specific rules available?	4		AND		
5.3	Are the rules written and prominently posted or provided to each employee?	2			OR	
5.4	Are company and project specific rules clearly explained and understood?	2				
5.5	Does the program address non-conformance and progressive disciplinary actions?	2				
5.6	Are all rules applied/enforced consistently with all personnel?	3		OR		
COR® total points possible/ awarded		15				

Safety and Health Program Verification		Score Weighting	Technique Employed			Points Awarded
6	Personal Protective Equipment		D	O	I	
	<i>The organization shall establish, implement, monitor, and maintain a documented policy statement, procedure(s) and / or guideline(s) for Personal Protective Equipment (PPE).</i>					
6.1	Are activities requiring PPE documented and is specific criteria used to select appropriate PPE for those activities?	4		AND		
6.2	Are there written rules and/or guidelines for the proper fitting, care and use of PPE?	2				
6.3	Are workers made aware of PPE requirements and provided instruction/training for the proper fitting, care and use of PPE?	4		AND		
6.4	Is appropriate PPE provided and/or made available to workers for specific activities when required?	4		AND		
6.5	Is appropriate PPE used by workers as required?	4				
6.6	Is there a system in place to regularly inspect and maintain PPE?	4	AND			
COR® total points possible/ awarded		22				

Safety and Health Program Verification		Score Weighting	Technique Employed			Points Awarded
7	Preventative Maintenance Program		D	O	I	
	<i>The organization shall establish, implement, monitor, and maintain a preventative maintenance program.</i>					
7.1	Is there an inventory of items to be maintained?	3				
7.2	Are preventative maintenance schedules and checklists used and completed as required, including manufacturers' and legislated specifications?	4	AND			
7.3	Are records maintained that include a description of corrective actions taken?	4	AND			
7.4	Does a qualified/competent person perform the inspection and maintenance?	2		OR		
7.5	Does the preventative maintenance program of facilities, tools, equipment and vehicles include a system that effectively removes defective tools, equipment and vehicles from service?	2		OR		
7.6	Is the system in 7.5 followed?	2				
COR® total points possible/ awarded		17				

Safety and Health Program Verification		Score Weighting	Technique Employed			Points Awarded
8	Training and Communication		D	O	I	
	<i>The organization shall establish, implement, monitor, and maintain a documented policy statement, procedure(s) and / or guideline(s) for training and communication of safety and health information.</i>					
8.1	Is there a method for the selection of safety and health training of employees?	4		AND		
8.2	Is there a method for the evaluation and monitoring of the knowledge, competency and effectiveness of safety and health training of employees?	4		AND		
8.3	Have appropriate individuals been trained in legislated requirements?	2		AND		
8.4	Have appropriate individuals been trained in job specific and/or manufacturer requirements?	6				
8.5	Are mandatory training requirements verified or training provided before starting the task?	6		AND		
8.6	Does a qualified/ competent person conduct training?	2				
8.7	Are training records maintained?	4				
8.8	Is there a mandatory orientation program that is completed prior to starting work, if a change of location and/or operational change?	4		AND		
8.9	Is it applicable to new and young workers or returning workers?	2				
8.10	Does senior management attend/participate in safety and health meetings?	4		AND		
8.11	Do workers attend/participate in safety and health meetings?	2				
8.12	Is there a process for worker input and communication of safety and health information?	2				
8.13	Are safety and health meetings held regularly and documented as per legislation, company, or project requirements?	4		AND		
COR® total points possible/ awarded		46				

Safety and Health Program Verification		Score Weighting	Technique Employed			Points Awarded
9	Inspections		D	O	I	
	<i>The organization shall establish, implement, monitor, and maintain a documented policy statement, procedure(s) and / or guideline(s) for workplace and pre-use inspections.</i>					
9.1	Are all areas inspected as required?	3				
9.2	Are specific methods, forms or checklists used to identify deficiencies for workplace inspections?	3		OR		
9.3	Are corrective actions assigned to individuals and implemented as specified?	4		AND		
9.4	Are specific methods, forms or checklists used to identify deficiencies for pre-use inspections?	3		OR		
9.5	Are corrective actions assigned to individuals and implemented as specified?	4				
9.6	Is the required frequency of inspections being met by the supervisor and other responsible individuals?	3				
9.7	Does the inspection process include participation of all levels within the company?	6		AND		
9.8	Are inspection reports posted and/or communicated to appropriate personnel?	4			OR	
COR® total points possible/ awarded		30				

Safety and Health Program Verification		Score Weighting	Technique Employed			Points Awarded
10	Incident Investigation and Reporting		D	O	I	
	<i>The organization shall establish, implement, monitor, and maintain a documented policy statement, procedure(s) and / or guideline(s) for reporting and investigating incidents, including near misses.</i>					
10.1	Do workplace parties know their responsibilities and the reporting procedures?	6		AND		
10.2	Are appropriate personnel involved in investigations?	4				
10.3	Have appropriate individuals been trained in legislative and company specific reporting requirements and investigation procedures?	6		AND		
10.4	Are recommendations for prevention/remedial action implemented as per legislation and/or company requirements?	6		AND		
10.5	Are investigation results and corrective/preventative actions communicated to appropriate parties?	4		OR		
10.6	Are the investigation reports completed according to company policy and procedures?	4		AND		
COR® total points possible/ awarded		30				

Safety and Health Program Verification		Score Weighting	Technique Employed			Points Awarded
11	Emergency Preparedness		D	O	I	
	<i>The organization shall establish, implement, monitor, and maintain a documented policy statement, procedure(s) and / or guideline(s) for emergency preparedness and response.</i>					
11.1	Are the emergency preparedness plans appropriate to work activities and legislative requirements?	6	AND			
11.2	Is emergency equipment readily available and well-marked?	2				
11.3	Is emergency equipment regularly inspected and maintained?	2	OR			
11.4	Are the required number of qualified first aid personnel on site?	2		OR		
11.5	Is an appropriate emergency communication system available?	2		AND		
11.6	Is there a means to transport an injured employee to a medical facility?	2		AND		
11.7	Are fire extinguishers readily available, marked, and visible?	2				
11.8	Have employees received training in emergency procedures, roles and responsibilities?	2				
11.9	Do employees know their roles and responsibilities?	4				
11.10	Has the emergency response plan(s) been tested for deficiencies and corrective action taken?	2				
11.11	Has the emergency procedures and response plans been reviewed, and revised as appropriate, at least annually?	2				
11.12	Is relevant information regarding the emergency response plans communicated to the appropriate parties?	2				
COR® total points possible/ awarded		30				

Safety and Health Program Verification		Score Weighting	Technique Employed			Points Awarded
12	Statistics, Records and Documentation		D	O	I	
	<i>The organization shall establish implement, monitor, and maintain a documented policy statement, procedure(s) and / or guideline(s) to effectively control documents and records, including regular measurement of safety and health performance.</i>					
12.1	Are approved and current versions of applicable documents readily available at the point of use?	4				
12.2	Are relevant safety and health records kept as per legislative requirements?	2				
12.3	Does the company analyze current safety and health performance with past performance to identify trends as per the required frequency?	4				
12.4	Are leading and lagging performance measured?	2				
12.5	Are adequate first aid treatment records kept?	2				
12.6	Are corrective action plans developed to address audit results?	4				
12.7	Are results and analyses communicated to relevant workplace parties as per company policy, procedure(s) or guideline(s)?	4		AND		
COR® total points possible/ awarded		22				

Safety and Health Program Verification		Score Weighting	Technique Employed			Points Awarded
13	Legislation		D	O	I	
	<i>The organization shall establish, implement, monitor, and maintain a documented policy statement, procedure(s) and / or guideline(s) to identify, comply and ensure all personnel have access to relevant legislation.</i>					
13.1	Are copies of relevant Legislation posted and/or readily available at each workplace as required?	2		OR		
13.2	Does the management/supervisor regularly refer to relevant Legislation and Regulations during job planning to ensure compliance?	4		OR		
13.3	All personnel trained and aware of their legislated rights and responsibilities?	4				
COR® total points possible/ awarded		10				

Safety and Health Program Verification		Score Weighting	Technique Employed			Points Awarded
14	Procurement and Contractor Management		D	O	I	
	<i>The organization shall establish, implement, monitor, and maintain a documented policy statement, procedure(s) and / or guideline(s) for procured products and services, including contractor management/outsourcing.</i>					
14.1	Does the company have criteria for the selection, evaluation, and monitoring of contractors and service providers?	6				
14.2	Does the evaluation, selection and monitoring include the ability and competency of the contractor to identify, communicate, and control hazards that may impact their own workers, your workers, as well as any other person?	4		OR		
14.3	Has the criteria for the selection, evaluation, and monitoring of contractors and service providers been followed?	4		AND		
14.4	Is there a system in place to coordinate safety and health requirements, roles, and responsibilities when multiple contractors / employers are working under your control?	4	OR			
14.5	Does the company have a criteria for the selection, evaluation and procurement of products that have the potential to create a hazard?	2				
14.6	Has the criteria for the selection, evaluation, and procurement of products been followed?	2		OR		
COR® total points possible/ awarded		22				

Safety and Health Program Verification		Score Weighting	Technique Employed			Points Awarded
15	Provincial/ Territorial Supplement		D	O	I	
COR® total points possible/ awarded						

