

# 1. AUDITS

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## 1.17 Safety Surveys

### PROGRAM POLICY

The Safety Survey is a maintenance option that allows employers who have held a valid COR for four (4) or more consecutive years to use an approved safety survey and action planning process to meet their maintenance audit requirement over 2 consecutive maintenance years.

The Certifying Partner (CP) has the option to support or opt out of offering the Safety Survey as a maintenance option to their members.

### BACKGROUND

A Maintenance Enhancement Sub-Committee was formed in 2003 to develop alternatives to annual employer maintenance audits. Representation on the Maintenance Enhancement Sub-Committee is comprised of interested CPs (AFPA, MHSA, AASP, PITS) and AEII. The mandate of the committee is to explore and design alternative processes that could be completed in lieu of a maintenance audit. The Safety Survey was suggested as a possible maintenance option, and AASP committed to developing a survey (which they called the Safety Awareness Survey Scorecard). The survey was piloted with Rogers Sugar in 2007.

The Safety Survey differs from the other maintenance options in that it encompasses *both* maintenance years between COR re-certifications.

Employers using this process must recognize the importance of maintaining their health and safety management systems during their maintenance years, or they could jeopardize health and safety on site, as well as their COR status.

### PARTNERSHIPS STANDARDS

- 1.17.1 The CP must ensure that the employer meets the eligibility requirements for use of the Safety Survey as a maintenance option.
  - 1.17.1.1 The employer's current COR must be in good standing and have been active for a minimum of four (4) consecutive years.
  - 1.17.1.2 The employer must have achieved a minimum overall score of 90% on their last external recertification audit.
  - 1.17.1.3 Safety Surveys can only be used by employers in the regular COR program. PASE, SECOR and MECOR holders cannot use this process.
  - 1.17.1.4 The employer must apply to their CP for use of the Safety Survey process within the first quarter of the first maintenance year after their last COR re-certification.

- 1.17.2 The CP must pre-approve an employer for use of the Safety Survey as a maintenance option.
- 1.17.3 The participating employer must use a Partnerships approved Safety Survey.
- 1.17.3.1 Safety Survey instrument considered for use within the Partnerships program must be sponsored by a CP prior to entering the AEI approval process.
- 1.17.3.2 To be approved for use, the Safety Survey must conform to the following criteria:
- It must meet the content criteria of the Partnerships Safety Survey Standard (Appendix P).
  - Questions must be included for all levels within the organization.
  - The Safety Survey must include questions from all the Partnerships elements.
  - It must utilize a recognized ranking system to gauge responses (e.g. the Likert Scale).
  - The action plan deliverable in the second maintenance year of the Safety Survey process must follow the Corrective Action Report template format (see Appendix H).
- 1.17.4 The Safety Survey process must be utilized over 2 successive maintenance years.
- 1.17.4.1 In the first maintenance year, an employer who has received CP approval to use the Safety Survey as a maintenance option must:
- conduct the survey prior to the end of the second quarter, and ensure an acceptable number of employees from all levels have participated in the process. There must be a minimum 40% response or participation rate from the workforce. If the minimum response/participation rate is not met, a 15 day grace period will be granted to the employer. If the minimum rate is still not achieved after this period, the survey can not be used for COR maintenance, and the employer will have to complete a regular maintenance audit.
  - analyze the results to identify employee perceptions about the employer's health and safety systems
  - develop a prioritized action plan based on the results
  - deliver the action plan, summary reports, and verification of sampling numbers to the CP within 45 days of the data collection. (An additional 15 day extension may be granted by the CP **prior** to the expiry of the 45 days) A blank action plan document is not acceptable.
- 1.17.4.2 In the second maintenance year, the employer must:
- actively pursue completion of the action plan items from the previous year's Safety Survey
- provide an action plan update, or attend "pulse check"

meetings with the CP

- deliver verification to the CP that at least 80% of the action items have been completed or are in progress. The CP must be in receipt of the final version of the completed action plan by November 30 of the second maintenance year.

## **QUALITY ASSURANCE PROCESSES/PROCEDURES REQUIREMENTS**

### **Certifying Partners that allow the use of this maintenance option must:**

- 1.17 A Implement a process for consideration of Safety Surveys being proposed for use as a Partnerships maintenance option, and for seeking Partnerships approval for the document.
- 1.17 B Implement a process for the review of employer applications to use Safety Survey as a maintenance option. This must include a check for employer eligibility.
- 1.17 C Implement a process for quality assurance review of the Safety Survey deliverables submitted by employers. In the second maintenance year, this will include a determination as to whether or not the employer has delivered sufficient documented evidence of continuous improvement.
- 1.17 D Develop a process to follow up with employers who opt out, suspend or drop out of the Safety Survey process. These employers are to be brought back into the regular maintenance audit cycle.
- 1.17 E Track Safety Survey user recertification audit scores, to identify any trends that may become apparent.

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