

Due to legislative changes and updates to the Small Employer Certificate of Recognition (SECOR) Program, ESC is making changes to our audit tools. While changes to the SECOR audit program don't come into effect until 2023, we encourage you to become familiar with them and begin to make any necessary changes within your own programs. This will assist you with being audit ready for 2023.

Element	Changes	OLD Points	NEW Points	% Of Audit
A. Management Involvement & Commitment  6 questions (Previously 5)	<ul style="list-style-type: none"> <li>•The policy must include a reference to the company's goals, aims, responsibilities and commitment to health and safety that addresses physical, psychological, and social well-being</li> <li>•All employee levels must have an awareness of applicable legislation</li> <li>•Employees must be aware of all 3 OHS rights/responsibilities</li> </ul>	48	36	10.6%
B. Hazard Assessment  (12 questions)  Removal of 3 inspection questions which are now Element D	New question requirements: <ul style="list-style-type: none"> <li>•A written program outlining the requirement for formal hazard assessments</li> <li>•Addition requirement to create, review and revise the formal hazard assessments when site-specific hazard assessments, inspections and/or investigations identify a previously unrecognized hazard</li> <li>•Verification that formal hazard assessments are being reviewed as per predetermined frequency</li> <li>•Verification of employee participation in the development or review/revisions of the formal hazard assessments</li> <li>•The company has a site-specific hazard assessment system and that it has been implemented</li> </ul>	68	56	12.7%
C. Hazard Control  (11 questions)	New question requirements: <ul style="list-style-type: none"> <li>•Site Specific Hazard Assessments include hazard controls</li> <li>•Employer ensures use of hazard controls</li> <li>•Written Violence and Harassment Prevention Plans</li> </ul>	54	48	15%

D. Inspections (3 questions)	Previously in Element B (B8-10)	21	34	10%
E. Qualifications, Orientation & Training (6 questions)	Requirement changes: <ul style="list-style-type: none"> <li>• Refresher training at set intervals</li> <li>• Including a practical demonstration for on-the-job training</li> <li>• Completion of competency assessments when operational changes require it</li> <li>• Refusal of unsafe work was moved to Element A</li> </ul>	39	34	10%
F. Emergency Response (4 questions)	Previously Element E - E1-3 combined to make F1	32	30	8.8%
G. Incident Reporting & Investigation (5 questions for AB, 8 questions for all others)	Requirement changes: <ul style="list-style-type: none"> <li>• Reporting of work refusals should be added to the incident reporting process</li> <li>• Only 1 question now asking about completed near misses and investigations</li> <li>• AB companies no longer questions regarding statistics, record keeping or trending, however still required everywhere else</li> </ul>	53	43 Or 29 AB	8.5%
H. System Administration (4 questions)	“Prime Contractor orientations and forms are no longer required”	53	35	9.7%
I. Other Affected Parties (4 Questions)	Requirements: <ul style="list-style-type: none"> <li>• Have a process to address the protection of anyone not employed by the company to ensure their health and safety while on or near your place of work</li> <li>• Ensure hazards and controls are communicated to external work site parties (anyone working on your site)</li> <li>• Have a system for hiring and monitoring other employers to ensure they have a functioning health and safety program in place</li> </ul>	N/A	30	8.8%



## ENERGY SAFETY CANADA SECOR AUDIT PROTOCOL – CHANGES (2023)

<p>J. Health and Safety Representative (7 questions)</p>	<p>Requirements:</p> <ul style="list-style-type: none"> <li>• Have a HS Rep in place, with assigned legislated duties and required training and participation</li> <li>• There is a process in place to address employee HS concerns and complaints and provide recommendations to the employer, and that they are resolved in a timely manner</li> <li>• Everyone is aware of who the rep is (contact information is readily available)</li> </ul>	<p>N/A</p>	<p>20</p>	<p>5.9%</p>
<p><b>Totals</b></p>		<p><b>368</b></p>	<p><b>366 or 352AB</b></p>	<p><b>100%</b></p>