

| Energy Safety Canada Question | Changes made | Change Request |
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| Element A - Management Involvement and Commitment | | |
| A.1a (modified) | The order of the criteria has changed to align with the common order of appearance in a Company Health and Safety Policy. Criteria is now numbered rather than bulleted to allow the auditor to count the tally easier. Added a new criterion for Bill 30: a reference to addressing the protection and maintenance of the health and safety (including physical, psychological, and social well-being) of employees | (Energy Safety Canada Auditor Feedback) (Alberta 1.3) |
| A.1b | The interview question is now asked of all employees, not just managers to determine if the policy has been made available and how. | (Energy Safety Canada Auditor Feedback) |
| A.2a/b | Reworded the questions to remove the word roles. (As per consistently incorrectly scored question), The auditors are now asked to clearly verify if each employee level has health and safety responsibilities identified outside of the health and safety policy. The new requirement adds that the employees must understand and have an awareness of their outlines health and safety responsibilities. If A.2a could not verify written health and safety responsibilities for a certain level, then those interview responses should be marked as not asked. | (Alberta 1.6) |
| A.2c/d | Previously A.2d/e. The Accountability questions were commonly incorrectly justified. The questions have been reworded to outline what an Accountability system must include. A.2c has been changed into an all or nothing that must include all employee levels. In A.2d the Auditor must take a sample of records from each employee level. | (Energy Safety Canada Auditor Feedback) (Alberta 1.9) |
| A.2e | Previously A.2f. Added “Dedicated OHS Professional” to the guideline examples for provision of adequate H&S Resources. Previously this question had 2 different interview questions, they have now been separated into A.2e & A.2f. A.2e is for Managers to verify allocation of resources for health and safety and A.2f is for Supervisors and Workers to verify adequate resources have been provided. | (Alberta 1.10) |
| A.2h | Added that all employees (not just key ones) need to be not only familiar but “knowledgeable” with legislation that is applicable to their work and any work they oversee. | (Alberta 1.1) |
| A.3a | Added examples “inspections and using hazard controls (leading by example)” to the guideline examples of ways Senior Management might demonstrate commitment. | (Alberta 1.15) |

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| A.3b (NEW) | Added a new question “Does the company have a written directive outlining the requirement for health and safety worksite tours, including pre-determined frequencies for senior managers, middle managers and frontline supervisors?” The guidelines include the definition of the frontline supervisor and gives guidance on what to do if the company has no “middle managers, frontline supervisors, uses dispatchers, or is low risk administrative. A note was added to indicate that inspections alone do not meet the intent of this question. | (Industry/Employer Feedback) (Alberta 1.12) |
| A.3c-e | The questions around senior manager, middle manager and frontline supervisor worksite tours and now verifying compliance to the companies own outlines worksite tour programs (if developed). | (Industry/Employer Feedback) |
| Element B - Hazard Assessment | | |
| Title change - Previously Hazard Identification & Assessment | | |
| B.1a (NEW) | A new question has been added to have the Auditor verify if the company has a policy/procedure outlining the requirements of a Formal Hazard Assessment Program. A definition has been added for Formal Hazard Assessment Program. The Auditor is to confirm that the policy/procedure directs the company to assess position/discipline task-based hazards in order to identify, assess and prioritize health and safety hazards. This is an all or nothing question based on the establishment of a policy/procedure. | (Energy Safety Canada Auditor Feedback) |
| B.1d, B.1e | Questions B.1c1, B.1c2 and B.1c3 have now been separated into 2 questions. In B.1d the 5 criteria have been removed and replaces with physical, chemical, biological and psychological, and auditors are just asked to verify is a sample of tasks from the formal hazard assessments sampled have both health and safety hazards identified. Clearer instructions and examples have been provided for B.1e (previously B.1c2&3) to clearly identify that each hazard needs a risk rating and priority, not a group of hazards for a task or job step. | (Energy Safety Canada Auditor Feedback) (Alberta Bill 30) |
| B.1f/g/h | Previously questions B.1d and B.1e. Added to the criteria for formal hazard assessments to be updated “when site specific assessments, inspections, or investigation identify an unrecognized hazard”. | (Alberta 1.20, 2.28) |
| B.1g and B.1h | Previously B.2e) have been separated into 2 questions B.1h interviews and B.1i documentation. The interview questions is to interview supervisors and workers involved in the development/review of formal hazard assessments to verify if the company has been creating, reviewing and/or revising the formal hazard assessments for new and modified operations/products/materials/equipment and when site specific hazard assessments, inspections, or investigations identify a previously unrecognized hazard. The documentation question is to verify if formal hazard assessments are being reviewed as per the predetermined frequency identified in B.1f. | (Energy Safety Canada Auditor Feedback) |

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| B.1j | Previously B.1g. Added Management to the question to verify if they have participated in the development or review and revision of formal hazard assessments. | (Alberta 2.26) |
| B.1k (new) | Added the question Are senior managers knowledgeable of the highest rated health and safety hazards that apply to the company’s operations? This is to be verified through interviewing Senior Managers. | (Alberta 1.11) |
| B.2 Inspections Removed and made into Element D - Inspections | | |
| B.2a | Previously B.3a, added a new criterion to verify if the company has a site-specific hazard assessment program which also includes assessments at temporary and mobile worksites, and the inclusion of affected employees at the worksite. | (Energy Safety Canada Auditor Feedback) (Alberta 2.30-2.33) |
| NEW Topic B.3 Hazard Reporting (Questions separated from site-specific hazard assessment) | | |
| B.3a-c | Previously B.3c, d & e. To avoid confusion between hazard reporting and site-specific hazard assessments, the hazard reporting questions have been made into their own topic. | (Energy Safety Canada) |
| Element C: Hazard Controls | | |
| Section C.1 is now titled Health and Safety Hazard Control Program (Previously Health and Safety Hazard Controls) | | |
| C.1a (NEW) | This question combines the requirements from previous questions C.1a, C.1b and C.1c. The question is asking if the company has a written policy or procedure outlining that health and safety hazards must be identified and developed for the Formal Hazard Assessment Program with the 6 listed criteria. The interview question from C.1b was removed from this question. Added a 6 th criteria - with high hazard items given priority. | (Energy Safety Canada) (Alberta 3.34 & 3.36) |
| C.1b (NEW) | This question asks the Auditor to verify if the company identifies and implements hazard controls for the health and safety hazards identified on their site-specific hazard assessments. This is dependant on B.2a if a site-specific hazard assessment system was in place or not. | (Energy Safety Canada Auditor Feedback) (Alberta 3.35) |
| C.1c | Previously C.3c was moved to this section to promote better flow of the questions for Section C.2 | (Energy Safety Canada) |
| C.1d | This question was from the interview portion of the previous C.1b question. The Auditor is to verify if the company communicates any changes in the use of hazard controls to affected employees. | (Energy Safety Canada Auditor Feedback) (Alberta 3.45) |
| C.1e | Previously C.1d the requirement to verify if supervisors enforce the use of hazard controls was added. | (Energy Safety Canada Auditor Feedback) |
| General Note: Sections C.2, C.3, and C.4 were merged under Section C.2 and the section was named Health and Safety Hazard Controls (Previously C.2 was Engineering Controls, C.3 was Administrative Controls, and C.4 was Personal Protective Equipment) | | |
| C.2c | Previously C.3a and observations from C.3c | (Energy Safety Canada) |
| C.2d | Previously C.3c documentation | (Energy Safety Canada) |
| C.2e | Previously C.4a and C.4d1 | (Energy Safety Canada) |

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| C.2f | Previously C.4b | (Energy Safety Canada) |
| C.2g | Previously C.4d2 | (Energy Safety Canada) |
| C.2h | Previously C.4c | (Energy Safety Canada) |
| C.3 is now Preventative Maintenance | | |
| C.4 is now Hazardous Materials | | |
| C.4b | Previously C.6b. The question was revised to “Have employees received adequate WHMIS 2015 training?” The observation portion was made into its own question. | (Energy Safety Canada Auditor Feedback) |
| C.4c | Previously C.6b observations. | (Energy Safety Canada) |
| C.5 is now Violence and Harassment Prevention (NEW Topic) | | |
| C.5a - c (NEW) | These questions are asking to verify if the company has a Violence Prevention Policy and Procedures that meets legislated requirements, as well as if employees have been trained on the content. | (Alberta 3.40) |
| C.5d - f (NEW) | These questions are asking to verify if the company has a Harassment Prevention Policy and Procedures that meets legislated requirements, as well as if employees have been trained on the content. | (Alberta 3.41) |
| C.5g (NEW) | This question is asking to verify if the company has a documented directive for how often the Violence and Harassment Prevention Policies & Procedures must be reviewed/ revised. | (Alberta 3.42) |
| C.5h (NEW) | This question is asking for documented proof that the reviews/ revisions are taking place as outlined in C.5g. | (Alberta 3.42) |
| Element D: Inspections | | |
| D.1b | Added “specific hazards” to what the inspection program outline must include. | (Energy Safety Canada) - to align with the requirements of D.1e (Previously B.2f) |
| D.1e | (Previously B.2f) | This was a request from Alberta to pull out inspections from the formal hazard assessment element. (Alberta Bill 30) |
| D.1d | Bill 30 requirements - Added a note into the guidelines to indicate all levels are required to participate. Removal of JHSC assignment and split out of Senior and Middle Managers. | |
| D.1f | (Previously B.2g) | |
| D.1g | (Previously B.2h) | |
| D.1h | (Previously B.2e) | |

| Element E is now Qualifications, Orientation and Training (Previously Titled Training) | | |
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| E.1a | <p>Added “including alert/alarm systems”, to review of emergency response plans as a requirement for orientations to include. Added workers rights, and added “employee and supervisor sign off” (11 criteria)</p> <p>A note has also been added <i>Supervisors are responsible to ensure that workers under their supervision have received orientations. This does not mean they must be the ones conducting the orientations, just that they accountable to their completion.</i></p> | <p>(Alberta 5.57) (Alberta 1.22) (Industry/Employer Feedback)</p> |
| E.1b (NEW) | Added supervisory personnel interview question - Do supervisors ensure orientation were conducted prior to the employees starting their regular duties? | (Alberta 1.22) |
| E.1f | Changed right to refuse to OHS rights | (Alberta 1.7) |
| E.1g | Previously D.1f - Removed Contractor and Visitor requirements, this question is asking if there is a process to ensure site-specific orientations include critical safety information (ERP, hazard reporting and applicable policies and procedures) | (BC L3.6/7) |
| E.1h | <p>(Previously part of D.1f)</p> <p>The question is asking the Auditor to verify a process to ensure site-specific orientations are completed for:</p> <ul style="list-style-type: none"> • Employees arriving at a work site for the first time <p>Added to guidelines score 0% if it cannot be verified that the orientations are completed prior to commencing work activities.</p> | (Energy Safety Canada) |
| E.2c (Modified) | <p>Previously D.2e. Criteria now include:</p> <ul style="list-style-type: none"> • job-specific hazards and controls, • any applicable work procedures or practices, and • a practical demonstration to confirm workers have acquired the knowledge or skill related to the subject matter. | <p>(Energy Safety Canada) (Alberta 5.59/5.60)</p> |
| E.2d | Previously D.2f | (Energy Safety Canada) |
| E.2e | Previously D.2g | (Energy Safety Canada) |
| E.2f | Previously D.2h | (Energy Safety Canada) |
| E.2g | Previously D.2i | (Energy Safety Canada) |
| E.2h | Previously D.2c. The definition of competency has changed to: Competency is the combined knowledge, skills, and sufficient experience required to successfully perform a work task with little or no supervision. A given discipline or position may require multiple competencies. | (Energy Safety Canada) |

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| E.2i (NEW) | New manager/supervisor interview question was added. Is there a process to assess competency of new and re-assigned workers? | (Alberta 5.62) |
| E.2j | Previously D.2d | (Energy Safety Canada) |
| Element F is now “Emergency Response” | | |
| F.1a | Do employees who have been assigned emergency system duties, know of an ongoing process or system in place to identify the potential emergency scenarios applicable to the company’s operations? Formerly the question was: Is there an ongoing process or system in place to identify the potential emergency scenarios applicable to the company’s operations? | (Energy Safety Canada) |
| Element G is now “Incident Reporting and Investigations” | | |
| G.1a | Added the requirement that the incident reporting directive must include the reporting of work refusals | (Alberta 9.90) |
| G.1b | Guidelines changed to say “interview all employees to determine if they understand the requirement for incident reporting. Employees must verify that they understand what to report, how to report, and what to report to the applicable governing authorities”. | (BC L6.6) |
| G.2a | Added to the question criteria for incident investigation policy to include “follow-up on corrective actions”, “identification of contributing and underlying factors”, and “an analysis of investigation findings”. Work refusals were added to the outline of types of incidents that need to be investigated, rather than having it listed as an additional criterion. | (BC L6.7) (Alberta 9.93-9.95) |
| G.3b (NEW) | Added the question: Are incident investigations completed with the involvement of workers who conduct the type of work associated with the incident? Guidelines: Review a sample of completed investigation reports to gather names of employees who were involved in the investigation process. Use these names to select interviewees in addition to managers and supervisors who are assigned to the task of investigations. Interview senior and middle managers and supervisors and any workers who have been involved in an incident investigation in the past 12 months. Confirm that the investigations included employees competent in the task related to the incident. | (BC L6.11) (Alberta 9.96) |

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| G.3e/G.3f/G.3g | Previously F.3d1, F.3d2 and F.3d3 Questions have been made separate. G.3g, added back the word “assigned” to make these questions cascading again. | (Energy Safety Canada) |
| Element H is now System Administration (Previously Titled Communications) | | |
| H.1a | The question was modified to include the criteria that was buried in the guidelines. The question now asks if the company mandate 2-way communication on current health and safety issues that includes a scheduled frequency, and all employee levels. | (Energy Safety Canada) |
| H.2b (NEW) | Added question: Is health and safety information readily available to all employees. Through observations, verify if health and safety information such as hazard assessments, inspections and procedures are readily available to employees. | (Alberta 10.103) |
| H.3a (NEW) | Added the question: Does the company mandate continuous improvement of the Occupational Health and Safety Management System? Guidelines: Review policies or procedures to establish if the company mandates continuous improvement of the Occupational Health and Safety Management System (OHSMS). This could include regular COR audits, or audit options such as PASE, Action Plans or Safety Surveys. | (Alberta 10.106) |
| H.3b (NEW) | Added senior manager interview question: Is senior management accountable for the implementation of the health and safety system? | (Alberta 1.18) |
| H.3c (NEW) | Added the question: Do senior managers review the results of the previous years audit to initiate improvements where applicable and set the strategic direction? Guidelines: Doc: Review a sample of company records that provide evidence of Senior Management review of the audit results with initiation improvements (where applicable) and setting of strategic directives. Int: Interview senior managers to determine if they completed a review of the previous audit results and initiated improvements (where applicable) and set strategic directives. | (Alberta 1.13) (BC L1.5) |
| H.3d, e, & f | Previously G.3a, b and c) | (Energy Safety Canada) |

| Element I: Other Affected Parties (Brand New Element) | | |
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| <i>Partnerships decided to move all contractor, and visitor questions from the previous audit tool, and combine them with the protection of the public AND Bill 30 requirements, in a new separate element.</i> | | |
| 1.1a (NEW) | <p>Are other employers and self-employed persons made aware of the health and safety policy through some form of distribution of the policy?</p> <p>Guideline: Interview employees responsible for hiring other employers and self-employed persons to determine if they are aware of one or more of the methods used by the company to distribute the health and safety policy to contractors for example:</p> <ul style="list-style-type: none"> • Orientation materials • Public posting • Electronic distribution • Copies of safety manuals • Contracts or Pre-qualifications | (Alberta 6.65) |
| 1.1b | Previously A.2c, however contractors are now referred to as “other employers and self-employed persons” | (Alberta 6.70) |
| 1.1c (NEW) | <p>Does the company have a process in place to addresses the protection of other affected parties not under the employer’s direction?</p> <p>Guideline: Review policies or procedures to verify the company has a process in place to address the protection of other workers not under the employer’s direction, visitors and other persons in the vicinity of work that is being carried out.</p> | (Alberta 6.64) |

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| <p>I.1d (NEW)</p> | <p>Have criteria been established for selecting, monitoring and evaluating other employers and self-employed persons that includes?</p> <ol style="list-style-type: none"> 1. OH&S selection criteria for contracted employers; 2. A contract that includes identification of health and safety responsibilities for the contracted employers; 3. A process to monitor health and safety performance for contracted employers during the period of contracted services to correct identified deficiencies; 4. A process to address non-compliance and evaluate any improvement opportunities for future contracts. <p>Guideline:</p> <p>Review documentation to verify if criteria have been established for selecting, monitoring and evaluating other employers and self-employed persons, which meet the question criteria. All employers are required to meet the responsibilities of the health and safety legislation. The nature of the contracted work may provide different levels of risk, which may result in not all the criteria listed being required.</p> | <p>(Alberta 6.67)</p> |
| <p>I.1e</p> | <p>Previously part of D.1f</p> <p>Is there a process to ensure site-specific orientations are completed for?</p> <ul style="list-style-type: none"> • visitors, and • other employers and self-employed persons | <p>(Alberta 6.72 & 6.73)</p> |
| <p>I.1f</p> | <p>Previously a document requirement of D.1f, now made into an interview question:</p> <p>Is there a process to ensure hazards and controls are communicated to visitors and external work site parties (e.g. other employers and self-employed persons, suppliers, prime contractors, etc.) conducting activities at a work site or receiving products?</p> | <p>(Alberta 6.69)</p> |

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| <p>I.1g (NEW)</p> | <p>Is there a system to ensure other employers and self-employed persons are advised when operational changes are made that may affect their health and safety?</p> <p>Guideline: Interview employees responsible for managing other employers and self-employed persons or those responsible for safety communication. Interview other employers and self-employed persons as well if available.</p> <p>Determine if other employers and self-employed persons are advised when operational changes are made that may affect their health or safety at the work site.</p> | <p>(Alberta 6.71)</p> |
| <p>I.1h (NEW)</p> | <p>Is health and safety information readily available to all affected work site parties (other employers and self-employed persons, suppliers, prime contractors, etc.)?</p> <p>Guideline: Through work site observation verify that health and safety information such as hazard assessments, inspections, and procedures are readily available to all affected work site parties</p> | <p>(Alberta 6.74)</p> |
| <p>Element J is now Health and Safety Committee and Representative - Previously titled “Joint Health and Safety Committee”</p> | | |
| <p>Added references to the new AB health and safety committee and AB & BC health and safety representative requirements.</p> | | <p>(AB Bill 30 updates June 2018) (BC OHS Regulation update effective April 3, 2017)</p> <ul style="list-style-type: none"> • New mandatory minimum training requirements for joint committee members and worker health and safety representatives • Mandatory annual evaluation of joint committee effectiveness • Clarification of what participation by employer and worker representatives in employer incident investigations involves |

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| J.1a | <p>Does the company have a health and safety representative policy or procedure in place which includes all legislated requirements for a health and safety representative?</p> <p>Previously (H.1a - Does the company have an established health and safety committee?)</p> | (Alberta 4.47) |
| J.1b | <p>Does the health and safety committee have a terms of reference in place which meets legislated requirements?</p> <p>(Previously H.1b - took out requirements as they may change based on jurisdiction)</p> | (Alberta 4.46) |
| J.1c (NEW) | <p>Added question: Does the company have health and safety representation as required by legislation</p> | (Alberta 4.48) |
| J.1d (NEW) | <p>Have the names and contact information of the health and safety committee members or representative been posted?</p> <p>Guideline: Verify through observation that the names and contact information for the health and safety committee members or representative been conspicuously posted at each represented work site.</p> | (Alberta 4.55) |
| J.1e (NEW) | <p>Does the company have a policy or procedure in place for the receipt, consideration, and disposition of concerns and complaints regarding the health and safety of workers?</p> <p>Guideline: Verify if the company has a written policy or procedure in place for the HSC or HS representative(s) to address employee concerns and complaints related to the health and safety system.</p> | (Alberta 4.51) |
| J.2a (NEW) | <p>How are employees able to bring forward concerns regarding health and safety concerns and complaints?</p> <p>Guideline: Interview all employees to verify how they can bring forward concerns regarding health and safety concerns and complaints to the HSC or HS representative(s).</p> | (Alberta 4.51) |

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| J.2b (NEW) | <p>Have duties been written for the HSC and/or HS representative(s) which meet legislated requirements?</p> <p>Guideline: Verify if the company has written duties for the HSC and/or HS representative(s) which includes all the required criteria outlined in the legislation for the jurisdictions in which they are operating.</p> | (Alberta 4.53) |
| J.2c | Previously H.2a - Revised the question to include HS representative | (Alberta 4.49) |
| J.2d (NEW) | <p>Do the HSC members and/or the HS representative understand their duties and responsibilities?</p> <p>Guideline: Interview HSC chairperson(s) or HS representative(s) to verify they understand their duties and responsibilities.</p> | (Alberta 4.50) |
| J.2e | Previously H.2b - Add the requirement to be maintained as required by legislation (applicable to the jurisdiction in which the company operates) | (Alberta 4.50) |
| J.2f | Previously H.2c -Revised the question to include HS representative | (Alberta 4.54) |
| J.2g | Previously H.2d- Changed the wording of the question to include HS representative. | (Alberta 4.52) |
| J.3a | Previously H.3a. The criteria were moved to the guidelines as examples that may be provided during interviews. | (Alberta 4.53) |
| J.3b (NEW) | <p>Is there a process in place for the HSC or HS representative(s) to make health and safety recommendations to management?</p> <p>Guideline: Interview senior and middle managers to verify if they can explain how they receive recommendations from the HSC and/or HS representative(s) regarding the health and safety of employees.</p> | (Alberta 4.51) |
| Element K is now “Injury Management/ Return to Work” - UNDER REVIEW BY WORKSAFEBBC | | |

Additional Changes included updating all WHMIS terminology to WHMIS 2015 the new GHS (Globally Harmonized System of Classification and Labelling of Chemicals) system requirements that was implemented May 31, 2017 in Canada.



ENERGY SAFETY CANADA COR AUDIT PROTOCOL – PROPOSED CHANGES (2019)

SCORING UPDATES:

| Element | Points Available | % of total Audit |
|---|------------------------|------------------|
| A. Management Involvement & Commitment | 101 (Previously 182) | 7.0% |
| B. Hazard Assessment | 200 (Previously 212) | 13.9% |
| C. Hazard Control | 233 (Previously 224) | 16.1% |
| D. Inspections | 129 (Previously 144) | 8.9% |
| E. Qualifications, Orientation & Training | 163 (Previously 173) | 11.3% |
| F. Emergency Response | 160 (Previously 162) | 11.1% |
| G. Incident Reporting & Investigation | 125 (Previously 200) | 8.7% |
| H. System Administration | 104 (Previously 101) | 7.2% |
| I. Other Affected Parties | 112 (New Element) | 7.7% |
| J. Health and Safety Committee & Representative | 116 (Previously 100) | 8.0% |
| Totals | 1443 (Previously 1518) | |
| K. Injury Management/Return to Work (Optional) Independent of Audit Score | 445 | 100% |

Reference Documents:

Appendix B NEW Partnerships Audit Standard _Government of Alberta (June 2018)

WorkSafeBC pg. 72 The Certificate of Recognition Program: Standards and Guidelines_Scoring per Element Summary

CP Large Employer Audit Tool Review (Content)_Compliance Review WorkSafeBC COR PROGRAM S&G (January 2011)

ENERGY SAFETY CANADA COR Audit Protocol 2013 v1.2 (April 2016)

Alberta Bill 30

<https://www.worksafebc.com/en/about-us/news-events/announcements/2017/April/new-joint-committee-resources-now-available>