



## SITE SPECIFIC

Effective Date: 2019 - 02 - 01  
Owned by: Juliet Goodwin  
Manager, Safety Audits & Certifications

Approval:   
Approved By: Juliet Goodwin  
Manager, Safety Audits & Certifications

Valid Until: 2022 - 02 - 01

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## SUMMARY OF CHANGES

This Summary shows:

- All changes from last approved and published document
- The location within the document where the changes have been made

Version	Date	Author(s)	Revision Notes
1.0	February 1, 2019	Melissa Mass	This is the first revision of the Site Specific. This revision brings the Procedure template into alignment with the templates used by the Governing Documents Framework.

 Requirements changed in the new revision will be identified with a revision triangle beside it.

## SUMMARY OF REVIEWERS

The following people were involved in the review of this Procedure.

Name	Position
Juliet Goodwin	Manager, Safety Audits and Certifications
Justin Degagne	Program Manager, Training
SA&C Team	Subject Matter Experts (SME)

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## TABLE OF CONTENTS

Summary of Changes .....	2
Summary of Reviewers.....	2
1.0 About this Procedure .....	4
1.1 Purpose and Direction .....	4
1.2 Scope .....	4
1.3 Target Audience .....	4
2.0 Procedure .....	4
3.0 Roles and Responsibilities.....	5
4.0 Reference Documents .....	5

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## 1.0 ABOUT THIS PROCEDURE

### 1.1 Purpose and Direction

An employer may have two or more work sites classified under the same Worker's Compensation Board (WCB) account and industry code. The employer may choose to conduct a site-specific audit on one work site only. Should all applicable government requirements be met, the resulting Certificate of Recognition (COR) would include an identifier (typically the work site name) in the trade name field.

Alberta employers would not be eligible for government financial incentives unless all the work sites under that same WCB account and industry code also earned a COR.

In some circumstances, the employer may request that the WCB split their operations into separate accounts to avoid the use of site-specific audits. If the separate accounts are granted, then the employer's certificates would only cover the scope of each account and make each site individually eligible for refunds. This option is not available in all jurisdictions.<sup>1</sup>

### 1.2 Scope

An employer with multiple work sites which are classified under a single WCB account and industry may choose to conduct a site-specific audit. The COR will clearly identify the work site audited, however the resulting COR will not be eligible for the WCB's incentive rebate, unless all work sites included under that industry have also earned a COR.

### 1.3 Target Audience

The target audience for this document is all Energy Safety Canada personnel in any work location. This includes Employers and Auditors.

## 2.0 PROCEDURE

- 2.1) Where an employer has two or more work sites classified under a single WCB account and industry code, a site-specific audit may be conducted.
- 2.2) For sampling purposes, the audit must be representative of the work site audited, and follow the sampling requirements of all applicable governing bodies.
- 2.3) When registering the audit, the auditor must fully describe the employer's operations in a sampling plan, including:
  - a list of all work sites included under the employer's industry code.
  - the specific work site included in the audit.

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- 2.4) When applying on behalf of the employer’s COR, Energy Safety Canada will provide the details of the employer’s site-specific audit and list all work sites included under the same industry and account number.
- 2.5) Once the audit has met all requirements of the governing bodies, a site-specific COR will be issued. The COR will clearly identify the work site audited in the trade name field of the certificate.
- 2.6) Employers must not include additional work sites outside the scope of their certification audit in their maintenance audits. Their other work site(s) (not covered by the original audit) must have either their own external audit(s) for certification, or be included with the original industry(s) code in a new, combined external certificate audit.
- 2.7) Should an Employer Review be required of the employer’s operations covered by the COR, the governing body will determine the scope of this review.

### 3.0 ROLES AND RESPONSIBILITIES

<p>Certified Auditor</p>	<ul style="list-style-type: none"> <li>• Register the audit prior to the start of the audit.</li> <li>• Indicate that the audit is site specific and provide a sampling plan<sup>2</sup></li> <li>• Notify Energy Safety Canada of any changes to the approved audit plan during the audit process</li> </ul>
<p>Energy Safety Canada</p>	<ul style="list-style-type: none"> <li>• Review the audit registration and audit plan for the site-specific audit to ensure governing body standards (including sampling standards) have been met by the site-specific audit(s)</li> <li>• Determines whether the entire operation is eligible for a financial incentive or if only one unit of the overall account is</li> <li>• Provide the details needed for the governing body to recognize that the COR is for a specific site only</li> </ul>

### 4.0 REFERENCE DOCUMENTS

<sup>1</sup> SAC-MNL-001 Department Manual  
Alberta Government Reference: [1.14 Site Specific Audits](#)

<sup>2</sup> SAC-CFT-022 Sampling Plan

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