



EXTENDING AUDIT SCOPE TO OUT OF PROVINCE TEMPORARY WORK SITES

Effective Date: 2018 - 11 - 14
Owned by: Safety Audits and Certification Department

Approval: _____

Approved By: Justin Degagne, SA&C Acting Manager

Valid Until: 2021 - 11 - 14

Sensitivity Level: Public

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

Location of Change	Summary of Change
Entire Document	This is the first revision of the Extending Audit Scope to Out Of Province Temporary Work Sites. 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
Justin Degagne	Acting Manager, Safety Audits and Certifications
SA&C Team	Subject Matter Experts (SME)

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1.0 ABOUT THIS PROCEDURE

1.1 Purpose and Direction

Employers may be eligible to include out of province temporary work sites under the scope of their current audit provided they meet the criteria and are approved by Energy Safety Canada prior to starting the audit.

Energy Safety Canada Reference: SAC-MNL-001

Alberta Government Reference: 1.18

1.2 Scope

Employers who operate temporary work sites and/or utilize mobile equipment may find themselves moving back and forth over provincial borders. Employers who continue to maintain an administration office presence in one province may opt to include their operations that are temporarily outside of that province in the audit scope to retain these operations under their Certificate or Recognition and/or to ensure their audit is representative of all their operations.

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 Employers must receive approval from Energy Safety Canada to proceed before conducting their audit.

- Employers may apply in certification or maintenance years
- Approval is valid for the current audit year only

2.2 For an employer to be eligible to include out-of-province temporary work sites in their audit scope, they must submit, in writing, an application ([Appendix I: Employer Report of Health and Safety Performance \(for Out-of-Province Work Sites\)](#)) to Energy Safety Canada. The application must include the following information:

- An audit plan outlining the work sites and interview sampling to be conducted for the current year including any temporary work sites operating out-of-province
- In maintenance years, the employer must include sufficient details of the scope of the last certification audit to allow comparison with proposed audit sampling plan
- A completed report of the employer's health and safety performance, including any fatalities, serious injuries or violations of health and safety legislation that occurred in these provinces over the twelve months preceding the audit

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2.3 For approval to conduct an audit that includes out-of-province temporary work sites, an employer must meet the following criteria:

- The employer must maintain an office in the province they are seeking certification but do not have active temporary work sites (including mobile equipment), to sample at the time of the audit
- In a maintenance year, demonstrate that the current audit will not result in a significantly different audit scope when compared to their original certification audit

2.4 In maintenance years, Energy Safety Canada will consider the following to determine whether the audit scope described in the application is a significant change from the scope of the original certification audit:

- The change is a normal year-to-year business fluctuation (e.g. expansion or contraction of business), the audit may be approved
- If the change is a fundamental change of operations, a new certification audit may be required to encompass the revised scope of operations

2.5 Audits must meet the following criteria for interview and work site sampling:

- The description of operations must include all fixed and temporary work sites (including mobile equipment) included in the current audit scope (whether included in the audit sample or not)
- Justification of the interview sampling must include a breakdown by level for all employees at the work sites described above, and a corresponding breakdown of the interview sampling
- Sampling must include a representative sample of fixed work sites, including the administration or head office in the province where COR is being sought.
- Sampling must include a representative sample of temporary work sites both in and out of the province where COR is being sought

2.6 The employer's health and safety performance must meet the following criteria:

- The report must cover the twelve months preceding the audit date
- The report must include all operations in jurisdictions included in the audit
- The report must include the following information:
 - The details of any fatalities, serious injuries or serious incidents that occurred, including jurisdiction, date, location, a brief description of the incident/injury, and whether the worker was hospitalized for 2 or more days, and
 - The details of any violations of occupational health and safety legislation, including the date, location, jurisdiction, brief description, orders written (if applicable), penalties imposed, and details of charges or convictions
 - The out-of-province application must be signed by the president, a director, or a senior office of the employer

2.7 Failure to fulfill any of the above requirements may result in the cancellation of an employer's COR.

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2.8 Energy Safety Canada must forward a copy of the out-of-province application to the governing body.

2.9 Temporary work sites may include such activities as:

- Oilfield drilling
- Oilfield servicing with mobile equipment
- Other operations which are temporary and/or utilize mobile equipment

2.10 Employers approved to include out-of-province work sites in their audit, may be subject to a review by the governing body should fatalities, serious injuries or incidents, and/or violations of local occupational health and safety legislation occur on their out-of-province work sites associated with their COR.

2.11 In the event of a fatality or serious injury on an out-of-province site, the employer must contact Energy Safety Canada within 30 days with the details. Energy Safety Canada will forward this information to the applicable governing body.

3.0 ROLES AND RESPONSIBILITIES

Employer	<ul style="list-style-type: none"> • To submit, in writing, the completed application (Appendix I: Employer Report of Health and Safety Performance (for Out-of-Province Work Sites)) to Energy Safety Canada to use out-of-province temporary work sites in their audit scope • Submit their health and safety performance report from the previous twelve months • In maintenance years, the employer must include sufficient details of the scope of the last certification audit to allow comparison with proposed audit sampling plan • Contact Energy Safety Canada within 30 days of a fatality or serious injury on an out-of-province site
Energy Safety Canada	<ul style="list-style-type: none"> • Evaluate the out-of-province application from the employer to confirm they meet the criteria or not • Forward any approved out-of-province applications to the applicable governing bodies • Forward all information regarding fatalities or serious injuries to the applicable governing bodies

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