



# SAFETY SURVEY

Effective Date: 2019 - 03 - 01

Owned by: Safety Audits and Certification Department

Approval: \_\_\_\_\_

Approved By: Justin Degagne, SA&C Acting Manager

Valid Until: 2022 - 03 - 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

Location of Change	Summary of Change
Entire Document	This is the first revision of the Safety Survey. 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	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

This procedure defines a process in which a Safety Survey is a maintenance option that allows employers who have held a valid Certificate of Recognition (COR) for 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.

Energy Safety Canada must pre-approve an employer for use of the Safety Survey as a maintenance option.

*Energy Safety Canada Reference: SAC-MNL-001*  
*Alberta Government Reference: 1.17*

### 1.2 Scope

The Safety Survey differs from the other maintenance options as it is designed to be utilized over 2 successive maintenance years and sets specific requirements for both years. A Safety Survey is completed in the first maintenance year and based on the results, an action plan is developed to correct any deficiencies noted. In the second year the employer begins, actively pursues, and documents completion of the action plan items.

### 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

Energy Safety Canada must ensure that the employer meets the eligibility requirements for use of the Safety Survey as a maintenance option. Employers must:

- Currently hold a COR in good standing and have been so for a minimum of four (4) consecutive years
- Have achieved a minimum score of 90% overall on their last certification audit
- Apply to Energy Safety Canada for use of the Safety Survey option by March 31st of the first maintenance year following a re-certification year

2.1 Safety Surveys can only be used by employers in the regular COR program. PASE, SECOR and MECOR holders cannot use this process.

2.2 The employer must use the government approved Energy Safety Canada Safety Survey Audit Tool to conduct the safety survey (Appendix 3.11.3 Safety Survey Audit Tool).

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- 2.3 In the first maintenance year, an employer who has received Energy Safety Canada approval to use the Safety Survey as a maintenance option must:
- Complete the survey by October 31 and ensure an acceptable number of employees from all levels have participated in the process
  - Ensure there is 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 to attempt to reach this minimum
  - If the minimum rate is still not achieved after this period, the survey cannot be used for COR maintenance, and the employer will have to complete a regular maintenance audit
- 2.4 Following completion of the survey, the employer must:
- Analyze the results to identify employee perceptions about the employer's health and safety systems.
  - Develop a prioritized action plan to address deficiencies identified in the survey results
  - Submit the action plan, summary reports, and verification of sampling numbers to Energy Safety Canada within 45 days of the data collection, and no later than November 30. (An additional 15-day extension may be granted if requested prior to the expiry of the 45 days (See SAC-PRO-019 Extensions))
  - A blank or hand written action plan document is not acceptable
- 2.5 In the second maintenance year, the employer will:
- Actively pursue completion of the action plan items from the previous year's Safety Survey
  - Confirm with Energy Safety Canada that they will continue with the process by January 31<sup>st</sup>. The only alternative, once in this stream, would be to conduct a new certification audit.
  - Provide an action plan update, or attend "pulse check" meetings with Energy Safety Canada prior to March 31
  - Energy Safety Canada must be in receipt of the final version of the completed action plan by November 30 of the second maintenance year, including any supporting documentation as required by the nature of the objectives and milestones
- 2.6 A Quality Assurance (QA) Review will be performed by Energy Safety Canada of the safety survey summary reports, the survey sampling, and the action plan developed in maintenance year one (1) that is intended for implementation in maintenance year two (2)
- 2.7 Another QA Review will be performed by Energy Safety Canada of the deliverables submitted in support of the maintenance year two's action plan

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- 2.8 If the employer cannot verify completion of at least 60% of the action plan, they will be required to complete a regular maintenance audit that same calendar year in order to maintain their COR status

### 3.0 ROLES AND RESPONSIBILITIES

<p><b>Employer Year 1</b></p>	<ul style="list-style-type: none"> <li>• Apply to Energy Safety Canada for use of the Safety Survey option by March 31<sup>st</sup> of the first maintenance year</li> <li>• Conduct the survey prior to October 31 using the Energy Safety Canada approved survey tool</li> <li>• If 40% participation has been reached, the employer develops a prioritized action plan based on the deficiencies identified, to be implemented in Year 2</li> </ul>
<p><b>Employer Year 2</b></p>	<ul style="list-style-type: none"> <li>• Confirm that they will continue with the maintenance option by January 31<sup>st</sup>. Employers opting out at this stage will have to conduct a certification audit instead</li> <li>• Completes and submits an action plan and any progress to Energy Safety Canada by March 31</li> <li>• Addresses any deficiencies or requests for additional information identified in the QA review within 30 days</li> </ul>
<p><b>Energy Safety Canada Year 1</b></p>	<ul style="list-style-type: none"> <li>• Review and approve the safety survey application submitted by the employer</li> <li>• Reviews any requests for 15-day extension based on whether more time is needed to achieve the 40% participation rate</li> <li>• Performs a QA Review of the safety survey summary reports, action plan, and verifies sampling numbers</li> </ul>
<p><b>Energy Safety Canada Year 2</b></p>	<ul style="list-style-type: none"> <li>• Confirms adherence to the requirements for second year maintenance information for the safety survey process</li> <li>• Performs a QA Review of the final version of the completed action plan and deliverables</li> <li>• Officially notifies the employer and any applicable governing bodies of the successful (or unsuccessful) maintenance of the COR</li> </ul>

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