COR Bulletin - April 2020

Reminder

TSB (Transportation Safety Basics) will no longer be accepted for 2020 audits. Any audits submitted after December 31, 2019 where the designated individual does not hold HSSB, will be rejected.

Audit Registration

Audit registration is required for ALL COR audits including Internal Maintenance While all audits are currently documentation only, we still ask that the employee breakdowns are still included. Click here for more info.

COVID-19

The current global situation has changed the COR program in many ways, and we have worked with Partnerships to provide solutions and to limit interruption.

- All AMTA COR (Large Employer) audits must be completed within a new application. The AuditSoft tool is approved by Partnerships and will accept documentation only audits.
- National Safety Code Quiz is optional.
- Prior permission to conduct documentation only audits is not required.
- To promote physical distancing conduct your pre- and post-audit meetings via video conference.
- Partnership standards for site requirements must still be followed. Even though you are not physically visiting the site, documentation for that site should be available.
- COR holders must achieve an overall documentation only audit score of 60% to maintain COR.
- Certification or Recertification audits must achieve an overall score of 80% or better (no requirement for element percentage).
- COR's completed (certification/recertification) using the documentation-only audit will result in a 1-year certificate.
- The minimum requirement for a one-year documentation-only certification or maintenance audit will be 3 months of documentation.
- Required training is being made available through distance learning

COR & SECOR
AT A GLANCE

Is Your Training Up to Date?

- HSSB or HSPB required for all COR/SECOR
- Self-Evaluator (3 years)
- Certified COR Auditor (3 years)

Timelines

	COR	SECOR
Data Gathering	45 DAYS	15 DAYS
Audit Report Writing and Submission	21 DAYS	21 DAYS
Audit Corrections	15 DAYS	15 DAYS

Audit Cycle

Year 1: Certification/Recert
Year 2: Maintenance Audit
Year 3: Maintenance Audit

Minimum Scores

- Certification Year: 80% overall/no less than 50% in any element
- Maintenance Year: No less than 60% overall

AMTA

COVID-19 continued...

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Additional information

- Federal Safety Guidance to Protect Drivers and Limit the Spread of COVID-19
- WCB COVID-19 resources
- WCB Premium Relief for Employers

COR Auditor notes:

Personal comments - Auditors should not provide personal opinion comments as this can appear to be subjective - which is information or writing based on personal opinions, interpretations, points of view, emotions and judgment. Comments must be objective which is information or analysis that is fact-based, measurable and observable. The use of individual names, specific positions or third party provider names in the audit notes is prohibited due to privacy concerns.

Due to the COVID-19 pandemic and the acceptance of DOCUMENTATION REVIEW ONLY audits for the remainder of 2020, the AMTA QA reviewers will not require a minimum of 1 strength per element where 100% has been achieved. Key Strengths and key suggestions for improvement will still be required in the executive summary. However, full QA points may still be achieved per element, even if a strength has not been provided.

Strengths

Strengths should:

- Be company specific
- Be clear and easy to understand
- Be relevant
- Be appropriate to the notes and scoring

Strengths should be meaningful and should clearly identify:

- What is the strength,
- How it is a strength, and
- Why does it matter?

Examples:

This: The employer has a health and safety policy

Or this: The employers health and safety policy is comprehensive and demonstrates employer commitments to workers, clients, vendors, and all other affected parties including the public. It has been consistently communicated and employees are able to explain it while indicating that management fully stands by the policy.

This: The employer has identified all jobs and tasks

Or this: The employer has identified all jobs and tasks, ensuring that all workers can be provided with documented and detailed formal hazard assessments.

Organizational Chart

It is understood than many companies call different positions by varying titles but to accommodate the review process it would be helpful if the job inventory matched the organizational chart since they are cross referenced to ensure all positions are covered off in the job inventory.

OHS inspections and response to incidents, complaints

During the COVID-19 pandemic, OHS officers will respond to work sites for serious incidents, fatalities and immediate danger conditions. During the pandemic:

- Health care, seniors care facilities and other essential services are the priority for inspections.
- All other proactive programs will be paused until further notice.

Officers will:

- Use social distancing and all other required control measures when attending work sites
- Respond to complaints using alternative methods such as phone or video conference with work site parties
- Follow up at a later date to confirm the conditions at the work site
- Provide educational materials and direct employers and workers to resources that will support compliance with COVID-19 requirements
- Continue to write orders where non-compliance has occurred