



# Alberta Construction Safety Association

#101, 225 Parsons Road S.W.,  
Edmonton, AB T6X 0W6

Tel: (780) 453-3311 or 1-800-661-2272  
Fax: (780) 455-1120 or 1-877-441-0440  
E-mail: [cor@acsa-safety.org](mailto:cor@acsa-safety.org)

[www.acsa-safety.org](http://www.acsa-safety.org)



## Site Assessment Form

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Company Name: \_\_\_\_\_

COR Expiry Date (if applicable): \_\_\_\_\_

WCB Account(s) covered by audit: \_\_\_\_\_

Industry Code(s) covered by audit: \_\_\_\_\_

Total number employed at peak period: \_\_\_\_\_ current #: \_\_\_\_\_

(This total must include shift workers, part-timers, casual workers, as well as full-time staff, for the entire company for the province of Alberta).

Is there any shift work being completed by your company? If yes, please explain.

- ☐ Yes \_\_\_\_\_  
☐ No \_\_\_\_\_

Companies must supply complete details on all offices, worksites, service calls where your employees are currently operating in the province of Alberta. Ensure that your total number of current staff matches the site-by-site breakdown. This information may change frequently, but is required in order to establish sample representation of your company. If your company employs part-time/casual/shift workers, please ensure that the sites where these personnel are working is identified.

### Site 1:

(Main office & shop)

Location: \_\_\_\_\_

Type of Work Performed: \_\_\_\_\_

# Management: \_\_\_\_\_

# of Foremen/Supervisors: \_\_\_\_\_

# of Workers (Admin/Field/Shop): \_\_\_\_\_

**Site 2:**

Location: \_\_\_\_\_

Type of Work Performed: \_\_\_\_\_

# Management: \_\_\_\_\_

# of Foremen/Supervisors: \_\_\_\_\_

# of Workers (Admin/Field/Shop): \_\_\_\_\_

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**Site 3:**

Location: \_\_\_\_\_

Type of Work Performed: \_\_\_\_\_

# Management: \_\_\_\_\_

# of Foremen/Supervisors: \_\_\_\_\_

# of Workers (Admin/Field/Shop): \_\_\_\_\_

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**Site 4:**

Location: \_\_\_\_\_

Type of Work Performed: \_\_\_\_\_

# Management: \_\_\_\_\_

# of Foremen/Supervisors: \_\_\_\_\_

# of Workers (Admin/Field/Shop): \_\_\_\_\_

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**Site 5:**

Location: \_\_\_\_\_

Type of Work Performed: \_\_\_\_\_

# Management: \_\_\_\_\_

# of Foremen/Supervisors: \_\_\_\_\_

# of Workers (Admin/Field/Shop): \_\_\_\_\_

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(If additional space is needed, please photocopy this page)

## Certificate of Recognition Course Requirements

Please list the individual who currently has the required training for your company, along with their certificate numbers and certification dates.

Company Name: \_\_\_\_\_

Completed By: \_\_\_\_\_

Course	Name of Individual	Certificate #/Date completed
Principles of Health & Safety		
Auditor Training		
Leadership for Safety Excellence		
WHMIS/TDG/FLAG Trainer		

Please note Auditor Training, WHMIS Train-the-Trainer, TDG Train-the-Trainer and Flagperson Train-the-Trainer expire every *three* years.

### Peer Auditor Remuneration, Reciprocity and Selection

- a) A company audited by a peer auditor will reciprocate the peer audit equal in number of “auditor days” used to complete their peer audit.
- b) The company will reciprocate these “auditor days” within 180 days, or pay the ACSA the rate of \$600 per day, equal to the number of “auditor days” expended for their peer audit.
- c) Any travel costs\* associated with the audit must be discussed and agreed upon by the auditor and auditee company **before** the start of the audit. The auditee company will then be responsible for these costs. When selecting auditors for the peer audit, the ACSA will attempt to match industry classifications.
- d) A company may choose to opt out of the Peer Process, and is therefore not obligated to conduct external peer audits for the ACSA.

### CONFIRMATION OF AUDIT REQUIREMENTS

If your company understands and feels confident that the requirements can be met, please fax back this confirmation as your acceptance of the audit procedure at (780) 455-1120 or 1-877-441-0440.

I understand the terms of the safety audit and I am willing to comply with each of the ACSA requirements. I also agree to the terms of the peer process.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Company

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Peer Audit Process Time Line

**Arrangements for the audit from notification date could take approximately four to six weeks to arrange.** This timeframe is required due to audit load, availability of auditors within the industry, construction season activities, etc.

Once the audit has been completed and the close out meeting (between the auditor and the company) has been held, the audit document must be forwarded by the company to the ACSA for review. **This process should take less than ten days to complete, barring any unforeseen errors and/or omissions in the audit.**

The ACSA forwards a request for certification to Alberta Human Services, Workplace Health & Safety for issuance of the Certificate of Recognition. **This process could take up to four weeks to complete.**

## AUDIT REQUIREMENTS

Please take the time to review the list of requirements for the safety audit as set out by the Alberta Construction Safety Association.

There are **three** main areas for the auditor to review in order to complete the safety evaluation for your company.

### DOCUMENTATION

#### Safety Manual Verification

This is the initial step in the document review. During this review, the auditor will confirm whether or not the 14 sections addressing the critical issues of safety are in writing. These sections must be up to date and policies must be signed and dated by top senior management.

***If significant elements are missing in any of these sections, the audit cannot proceed.***

#### Health and Safety Program Verification

This part of the audit requires the auditor to look for proof of safety program implementation. Safety records will be checked for completeness, such as dates, agenda items, signature and frequency. This is one of the most important areas of the safety audit.

### OBSERVATIONAL TOUR

The purpose of the site tour is to observe the company in operation. Workers' job procedures and safety work practices on the job site will be observed. As well, the auditor will inspect general site conditions, equipment, PPE and ask random questions.

### INTERVIEWS

It is essential to get a good cross section of all company personnel when conducting interviews. Therefore, field workers as well as senior management must be interviewed. Each interview takes approximately 20 minutes to complete.