

Getting Started with AuditSoft[™] for

Manitoba SAFE Work Certified Audit

VERSION 1.1 May 8, 2023







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Introduction

SAFE Work Manitoba (SWMB), a division of the Manitoba WCB, is dedicated to the prevention of workplace injury and illness. Working with partners in the safety community, SWMB provides prevention education, safety programming, consulting, and strategic direction to create a culture of safety for Manitoba.

SWMB has established a standard for occupational safety and health in the province called SAFE Work Certified. SAFE Work Certified sets the standard for safety and health certification programs offered by industry-based safety programs and associations (IBSPs). These safety and health certification programs are offered to Manitoba employers to help reduce workplace injuries and illnesses and promote a culture of safety in Manitoba, in turn providing reductions and rebates in WCB premiums.

There are currently 4 IBSPs that are Certifying Partners (CPs) for the SAFE Work Certified program:

- Made Safe Manitoba at info@madesafe.ca.
- RPM Trucking Industry Safety at info@trucking.mb.ca.
- Sales and Service Safety Association(S2SA) at info@s2sa.ca.
- Manitoba Association for Safety in Healthcare (MASH) at <u>mashmb.ca</u>

CPs are tasked with providing direct support and resources needed by employers to obtain safety and health certification. Currently, each CP employs or contracts auditors to conduct audits of companies seeking this certification. Based on the result of the audit, the CP would recommend employers for certification and SWMB grants the certification. As part of their process, SWMB may review the detailed audit for quality assurance purposes.

This training program is the result of a 2022 modernization initiative that replaced the outdated and error prone excel spreadsheet with AuditSoft, the industry leading electronic audit software solution.

As part of the modernization project some audit questions and relationships between questions were changed and/or updated.

IMPORTANT: The AuditSoft implementation covered in this document includes these SAFE Work Manitoba (SWMB) approved changes and the audit covered in this document is not identical to the obsolete spreadsheet audit that was used in prior years.

Getting Started Get AuditSoft

AuditSoft is a Windows desktop application that must be installed from the AuditSoft website.

- 1. Open a browser to https://AuditSoft.co/download
- 2. Click Download Now
- 3. Click on the downloaded file to install AuditSoft.



Automatic Updates: Once you have installed AuditSoft it will automatically check for updates whenever it is opened and will automatically update.



Create an Account

Before you can start using AuditSoft you must first create an Account. Your account is used to manage all your licenses, backups, etc. To create an account:

- 1. Open AuditSoft
- 2. Click Create an Account
- 3. Enter your credentials (Name, email address and password)
- 4. You will be sent an email to verify your email address and once verified you can log in and start using AuditSoft.



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Get a License

A license is required for every audit that is started.

- Licenses must be requested from your Industry-Based Safety Program and Association (IBSP) and will be approved by your IBSP.
- Each license is issued for the specific **name of the company** that will be audited.
- The license is valid for one audit and for 9 months (270 days) after it has been approved. This means that you must complete your audit of the company within 9 months from the day that you request a license.

To obtain a license:

1. Click on **Get new license**.

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Start a new audit C	Recent files			
You'll need a license to start an audit				
	Audit not on this list?			
	OPEN AUDIT	LOCAL BACKUPS	v1.18.4	3



2. Select your IBSP and the required SWC audit from the list.

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	International - ISO45001 - Stage 1 Audit License				
PINNACLE	International - ISO45001 - Stage 2 Audit License				
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MADE SAFE	Manitoba - Made Safe Manitoba - Safe Work Certified Audit License				
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	Manitoba - S2SA - Enforcement & Emergency - Safe Work Certified Audit License	2			Ì
SALES & SERVICE	Manitoba - S2SA - Motor Vehicle - Safe Work Certified Audit License				I
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DISTA	Saskatchewan - STA - COR Audit License				

3. Enter the name of the company to be audited.

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← License details						
Manitoba - RPM - Safe Work Certified Audit	License					
- Legal name of company to be audited Manitoba Corp.						
- Country of audit			Province of audit			
Canada		*	Alberta			•
lanitoba - RPM - Safe Work Certified Audit License ST otal	Expires on 2024-01-16	\$0.00 \$0.00 \$0.00				
accept the AuditSoft Inc. Terms and Conditions						

Training License: If you are not ready to start an audit you can request an evaluation license. In the Legal name of company to be audited enter:
"Evaluation"

- 4. Click **Submit** your license request to your IBSP.
- 5. You will be returned to the AuditSoft **Home** page and the requested license with the status, **License pending approval**, will be listed on the left side of the page.



6. To check if the license has been approved click the refresh button. Once approved the **License pending approval** status will be removed and you are ready to start your audit.

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Company not on this list? GET NEW LICENSE		Audit not on this list? OPEN AUDIT CLOUD BACKUPS	BACKUPS	v1.18.43

Start Your Audit

Once the AuditSoft License has been approved you can:

1. Click on the license name under the **Start a new audit** column.

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Start a new audit C Manitoba Corp.	RPM-SWC2022	Recent files		
Company not on this list? GET NEW LICENSE		Audit not on this list?	AL BACKUPS	v1.18.43



1. This will open a new audit and the audit **Instructions** page will be displayed. Read the instructions.

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admit Audit	Scoring To successfully complete the Safe Work Certified audit, in the <u>Scoring Summark</u> your organization must achieve the following in the Safe Work Certified (SWC) section: 4. A noveral average of 70% Note: For a maintenance audit there is no pass / fail score, but scoring is reviewed. If the audit falls below the minimum passing score in any element, or for the audit in total, a course of action can be initiated that can include a verification audit. Help If you have questions about the audit content, please contact RPM Trucking Industry Safety at <u>info@trucking mth.ca</u> . For technical support with AuditSoft please see the application <u>help</u> or contact <u>autoort @AuditSoft co</u> .

2. Before you proceed click on the training link and complete the **AuditSoft Application Overview online** training.

Online training is mandatory: Please do not proceed unless you have completed the 45-60min online training course. The rest of this guide assumes you have completed the training and that you are familiar with the AuditSoft workflow and terminology covered in the training.

Note: Remember to download a copy of your certificate of completion. You will need it to submit your audit.



Audit Workflow

Now that you have completed the **AuditSoft Application Overview Online** training and you have started a new audit we can proceed.

Please note that the remainder of this guide will only cover those items that are specific to the Manitoba IBSPs and will not repeat the content covered in the AuditSoft Application Overview

1. The workflow of every audit is to start at the instructions and to then follow the workflow systematically from top to bottom, completing each section in the left menu before moving to the next.

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Audit Information

Company Details

List the details of the company or organization that is being audited. Companies often merge or are acquired and AuditSoft does support changes in business structure:

- 1. You do have the ability to add multiple Workers Compensation Board (WCB) numbers.
- 2. And multiple Classification codes can be assigned to each WCB number.



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	31109 Manufacturing Auto Parts
	ADD CLASSIFICATION CODE
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	ADD CLASSIFICATION CODE

Audit Details

An audit is a snapshot that represents the state of a company's occupational health and safety program at a specific point in time. To ensure that the audit is completed in a timely matter to capture the snapshot, guidance is provided to the auditors on the amount of time that the audit should take:

- The amount of time from the first day on site until the last day on site represents the evidence gathering phase of the audit and this phase should not exceed: **45 days**.
- The amount of time allotted for completing the audit report after the last day on site until the audit is submitted should not exceed: **5 days**.

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Summary Information	Audit Details		
Submit Audit	Audit purpose* Certification	First day on site* 07 Apr 2023	•
	Audit scope*	Last day on site*	
	Operations audited* All operations	Audit submission date*	
	Organizations audited* Single company		
	This is a team audit		_
AuditSoft	_ Comments		

To remind the auditor of this guidance:



- 1. There is a reminder clock in the upper left corner.
- 2. The available time on the clock is determined by the dates in the Audit Details section.

Your IBSP is the final authority on the amount of time that can be taken to complete your audit and your IBSP may allow you to exceed the suggested time frames.

After the Audit Information section has been completed, with a green check mark next to each subsection, it is time to move to the next section of the audit.

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	Auditor postal code*		
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Adontson	Audit scope.	Last day on site"	

Scope

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Select Content

There are five distinct sections to the audit:

- 1. Safe Work Certified (SWC)
- 2. Optional
- 3. Safety Culture
- 4. Safety Perception
- 5. Culture of Safety Maturity

Of these sections only one section can be excluded. Please refer to the Instructions menu item for more details. In the Instructions section it states that:





If you are conducting a **Maintenance Audit** the **Optional** group of questions (see 1 below) can be excluded from the audit.

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✓ scope ✓ Select Content			E - Hazard Identification, Assessment, and Control							- 1
Site Sampling			F - Emergency Management							
		~	G - Contracted Workers and Other People in the Workplace							- 1
Gather Evidence	* ·		H - Safety and Health Training and Orientation							- 1
	•		I - Inspections							- 1
	•		J - Incident Reporting and Investigation							- 1
			K - Worker Rights and Responsibilities							- 1
Submit Audit			L - Workplace Safety and Health Committees and Worker Representatives							- 1
		~	M - Protecting Vulnerable Workers							- 1
			N2 - Industry Specific - Trucking Industry Safety (RPM)							- 1
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			C* - Safety is Communicated and Demonstrated							
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AuditSof	t		F* - Emergency Management							

Site Sampling

An important part of audit planning is to determine which sites to visit, how many interviews to do and the number of observation tours to complete.

- 1. In this section add each company site,
- 2. For each site, enter the number of employees of each role that work at the site.
- 3. Finally, we need to enter the number of employees that fall within a specific group (or attribute group) that will need to be asked additional questions during an the audit interviews, for example of the 14 employees at the Winnipeg site there are 4 employees that are part of the WSH committee.



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	AuditSoft															

It is important to enter all the sites and all the employees at each site. If you have many sites (typically over 30) you can select **Adjust these numbers manually** to add many sites at once (see item 4)

5. Based on the number of employees entered, a recommended minimum number of interviews is calculated. This recommended number of interviews can be used in the Audit Plan that is submitted to the IBSP, or if you already have an approved Audit Plan with a different number of interviews the recommended number can be over written – see Interview Planning below.

Next determine which sites with be included in the audit. To be included means that you will perform at least one evidence gathering activity at the site. There are 3 evidence gathering methods:

- D **Documentation** review.
- I conducting employee Interviews.
- O completing and **Observation** tour.
- 6. Always include the head office in the audit. In most cases you will want to complete all 3 evidence gathering steps (DIO) at the head office.
- 7. For other sites you may or may not include a documentation review (more about this in the documentation review section), Interviews and observations based on your IBSPs recommendation and your audit plan.



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	Adju	ist these numbers i	nanually 💭							
AuditSoft										

Interview Planning

The purpose here is to ensure that you select a representative sample. If you have a pre-approved Audit Plan you can enter the custom plan by:

- 1. Selecting the Use Custom Interview Plan option
- 2. Entering the approved number of interviews that need to be completed at each site.
- 3. And select the option to overrides the automatically calculated minimum number of required interviews with the approved number of interviews.

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Submit Audit	Justification questions										
	Does the company run multiple shifts? Yes *										
	Are all shifts represented in the interview sampling? Please explain in the comments section below Yes *										
	Is interview sampling representative of all departments? Flease explain in the comments section below Yes										
	Are new hires and experienced employees represented in the interview sampling? Yes *										
Auontson	Representative sampling justification*										ή.

After the Scope section has been completed, with a green check mark next to each subsection, it is time to move to the next section of the audit.



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	Is interview sampling representative of all departments? Please explain in the comments section below Yes								
	Are new hires and experienced employees represented in the interview sampling? Yes								1
AuditSoft	Representative sampling justification*								

Gather Evidence

When gathering evidence, it is standard audit practice to visit one site at a time. At each visited site:

- the first step is to review documentation (D) to ensure that policies and procedures are in place,
- next interview (I) employees to verify that they are aware of the policies and procedures,
- and finally complete an observation (O) tour to confirm that policies and procedures are being adhered to.

With the use of technology and specifically online document repositories (Dropbox, SharePoint, etc.) and video conferencing tools (Zoom, Teams, etc.) some of the D and I tasks can be completed remotely.

Review Documentation

When you start an audit, it is a best practice to start with a documentation review at the Head office. Depending on the documentation available at the Head office you may not have to review documentation at subsequent sites. During the documentation review there are generally two types of documents that are encountered:

- **Directive Documents** these include policies and mission statements that apply to the entire company. Generally, because they are companywide documents, they only need to be reviewed at the head office. They are the same at every site and can therefore be omitted and do not have to be reviewed and scored when visiting subsequent sites.
- **Operational Documents** these on the other hand, are site specific and include pre-job hazard assessments, inspections and site-specific job descriptions that are specific to each site, if these documents cannot be accessed at the head office they should be reviewed at each included site.

To start the documentation review at the head office:

1. Select the head office name on the Review Documentation page.



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Search Q	REVIEW DOCUMENTATION			RESU	LTS			
Instructions	Record documentation review results for the sites included in this audit							
Audit Information Company Details Audit Details Scope Sope Sobje So	Site Sanford Winnipeg Site not lated? <u>Add or edit included sites</u>	Evidence ADD / EDIT ADD / EDIT						
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adver Audit								

2. All documentation review questions should be answered at the Head office.

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3. The only questions that do not need to be answered are those optional questions that may not be applicable and that can be marked as not applicable to the audit.

Questions that are marked as "**Question is not applicable to this audit**" will not be scored and will not be included in the overall audit pass/fail calculations.

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Company Details Audit Details	B ADD ATTACHMENT	2
 ✓ Scope ✓ Select Content ✓ Site Sampling ✓ Interview Planning 	A*A Are resources available for all employees to perform their assigned safety VES NO Responsibilities (0-10 points) More B ADD ATTACHMENT	yes
Gather Evidence	B.1 Have annual management objectives been set for safety and health? (0-10 points) VES NO	no
Conduct Interviews Record Observations Audit Results	ADD ATTACHMENT B.2 Is there an effective safety and health performance measurement system? (0-10 points) VES NO	yes - performance measures part of annual employee reviews
Summary Information	8 ADD ATTACHMENT	
Submit Audit	B.3. Is there a documented process to review the safety and nearth management system? (P VES NO NO More ADD ATTACHMENT	S-step process - updated last year
	B.4. Is there an internal process in place to ensure the safety and health system is applied N/A consistently at all locations? (C+D points) Question is not applicable to this audit More R ADD ATTACHMENT	
AuditSoft	B.5 Has an action plan been developed to address recommendations from the previous VES NO VES NO	Reviewed copy - 80% items completed

At the start of the Review Documentation section the differences between directive and operational documents were discussed. If all the operational documents required for the audit were not available at



the head office for review, it may be necessary to review only those operational documents that were not available as part of a documentation review at other site(s).

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Gather Evidence										
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Submit Audit										
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- 4. Start the documentation review at the next site.
- 5. At the site questions related to directive documents, that have already been reviewed at the head office, can be ignored and can either be:
 - a. marked as Not applicable to site, or
 - b. can be left blank.
- 6. Questions related to operational documents that are specific to the site, and that could not be reviewed at the head office, like site specific emergency response plans should be answered.

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Search	Reviewing Documentation at Sanford A A* B B* C C* D D* E F F* G H I I* J	I K L M N2
	Questions	Response Comments
Company Details Audit Details	E.8 Have these employees received training for completing hazard assessments? (0-5 points) More	YES NO Reviewed LMS
	B ADD ATTACHMENT	
Select Content Site Sampling Interview Planning	E.9 Have written safe work procedures been developed? (0-10 points) More	YES NO R SharePoint
A Gather Evidence 👻	B ADD ATTACHMENT	
Review Documentation Conduct Interviews Record Observations	E.10 Has the employer reviewed relevant safe work procedures with workers? (0-10 points) More	YES NO Yes - done by HR
Audit Results	ADD ATTACHMENT	
Summary Information	E.1 Has an emergency risk assessment been conducted? (0-10 points) More	YES NO R H0 - yes Sanford - no
Linked Files	B ADD ATTACHMENT	
Submit Audit	P2 ADD AT INCIDENT Is there are upto-date emergency response plan based upon the emergency risk assessment? (0-10 points) More D ADD ATTACHMENT	VES NO R HO-yes Safed-yes
_	E.3 Are all emergency plans reviewed annually and following an incident? (0-6 points) More	YES NO R HO-yes Sanford-yes
AuditSoft	ADD ATTACHMENT F.4 Does each work location have a first aid plan? (0-5 points)	vee va Na Ho-yes



The decision as to whether operational documentation should be reviewed only at the head office or also at additional sites will be determined by the availability of documents and is ultimately a decision that each auditor must make on a case-by -case basis.



Conduct Interviews

After confirming the existence of the required documentation, the next step is to verify how well the health and safety system is communicated to employees by determining if they were included in the development of the program and the confirm that they are aware of the existence of procedures and policies and that these are followed as prescribed.

It is an industry best practice to interview employees one-on-one in a private setting where they can speak openly. To start an interview:

- 1. Select the role of the person that you are interviewing at the site where they work.
- 2. Then select Start.

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Search		SELECT INTERVIEWEE			RE	SULTS				
	tructions									
✓ Auri	di Information Company Details Audit Details ope Boeter Content Site Stampling Interrieve Planning Beeter Content Site Stampling Interrieve Planning Interrieve Planni	 Record your interview results by clicking on the grid them below that corresponds to the surface of the surface o		role and	the site i	of empi	loyment			
4	uditSof									

The Interview page will only list questions that are applicable to the role of the interviewee that was selected.



3. At the top of the page, based on the role, there may be one or more employee attributes that can be selected (these can include "Vulnerable worker", "Workplace Safety and Health Committee Member" and/or "Contract worker"). Each of these attributes is associated with additional questions that are added to the questions list if the attribute is checked.

In the current implementation of the Safe Work Manitoba audit questions set there are a few questions that are very similar or even identical. This is by design as these question feed different parts of the audit.

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Audit Information	- I	Vulnerable Worker Vulnerable Workplace Safety and Health Committees member Contract Question Comments	ct Worker Response	Ţ	3)
Company Details Scope	A.11	Does your employer provide job specific training for the job you are requested to perform? (0-9 points)	•	0	2
Select Content Site Sampling Interview Planning		8 ADD ATTACHMENT	_		
Gather Evidence Review Documentation	¥ A.12	Dees your supervisor talk about safety? (0-9 points).	•	0	R
Record Observations		B ADD ATTACHMENT			
Audit Results Summary Information	► A.13	Do employees in this workplace follow safety rules and procedures? (0-9 points) ?	0 -	0	2
		B ADD ATTACHMENT			
	A.16	How does the workplace safety and health committee contribute to maintain a safe and healthy workplace (0-9 points) Moze	-	0	R
		8 ADD ATTACHMENT			
	A.17	Is the safety and health committee supported by management? (0-9 points) More	* 🖸	0	2
AuditSof	t _	8 ADD ATTACHMENT			

Record Observations

The final evidence gathering step is to complete a tour of the site(s) that were visited and to record observations. The goal is to get a sense of the overall level of compliance with the standards and company policies and procedures.

Averaging the Observation **% Compliant** over multiple sites is calculated based on a <u>**Mathematical average**</u>. For example: if based on your observation you assign a "Yes" or 100% Compliant at the head office and a "No" or 0% Compliant at another site the **Result** that will be used for scoring will be (100% + 0%) / 2 = 50%

The gathering of evidence represents the bulk of work in any audit and after completion the Gather Evidence section will be marked with a green check mark next to each subsection. It is now time to move to the next section of the audit.



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Search Q	RECORD OBSERVATIONS					RES	ULTS				
Instructions	Record your site tour observations from the sites included in this audit		-								
Audit Information Company Details Audit Details	Site Winnipeg	Evidence									
Scope Select Content Select Content Site Sampling Interieve Praining Review Documentation Review Documentation Review Consummary Red Cheereneeue Linked Files	Site not listed? <u>Add or edit included aites</u>										
submit Audit											



Audit Results

The audit result section is where we draft the final audit responses that will appear in the report. Any notes that we recorded during the Evidence Gathering steps can be accessed and referenced to formulate the final audit response.

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Seard	Q	A1 A2 A3 A4 A5 A6 A7 A8 A9 A10 A11 A12 A13 A14 A15 A16 A17 Summary					
	structions						
		A - Employer Commitment					
	Company Details						
	Audit Details						
		A.1 Is there a safety and health policy statement? (0-5 points)					
r s	ope 👻	auce	Documentation		100%		5/5
4	Select Content	2 tatement:	Flag for foll	ow up			
	Site Sampling	Outlines management's commitment to occupational safety and health.					
	Interview Planning	 Is signed by the current owner, president or CEO. 					
	uther Evidence	 Is dated within the past three years. Discusses safety roles and responsibilities for all levels within the organization. 					
	FOR LTINGING P	Contains a requirement for workers to comply.					
	idit Results 🛛 👻	 Recognizes workers right to a safe and healthy workplace. Excesses a commitment to work in concertation and consultation with workers. 					
4		LApresses & communent to work in cooperation and consultation with workers.					
		SHOW COMMENTS					
	B* Evaluation and Continuous Imp						
	C Safety is Communicated and De	reindings and notes "					
	C* Safety is Communicated and D						
	D Roles and Responsibilities	- Suggestions for improvement	st				
	D* Roles and Responsibilities						
	E Hazard Identification, Assessme						
	F Emergency Management	This is a key strength This is a key sugges	ition				
	C Contracted Workers and Other P						
	H Safety and Health Training and	B ADD ATTACHMENT					
	Lines estima	A 2 la there a harmony any vertice policy? (0.5 points)					
	N	A.2 is there a narassment prevention policy? (0-2 polints)			1000		
	Judit Soft	GUCELINES	Documentation		100%		5/5
		The draw which is a state of the second of the second of the draw where the second sec	Flag for foll	ow up			

- 1. Audit Results contains approximately 23 elements and sub-elements that address the different parts of the SafeWork Certificate (SWC) audit.
- 2. Return to the **Select Content** section to review the grouping of these elements and sub elements into the 5 major sections of the audit. They are:
 - Safe Work Certified (SWC): Elements A-N
 - Optional (all elements with an *): Elements A* I*
 - Safety Culture: Element O
 - Safety Perception: Element P
 - Culture of Safety Maturity: Element Q

Each element of the audit has several questions and when completing the questions, it is important to keep the content separate and to not duplicate content. In general, there are three (3) text areas per question for recording:

- 3. Findings and notes are **<u>required</u>** for all questions.
- 4. Strengths are optional.
- 5. Corrective actions/Opportunities for improvement: **Corrective action** is <u>required</u> if you do not achieve all the available points for a question, else you can optionally define an Opportunity for improvement.



When composing the final audit responses for a question click on Show Comments (6) to view and/or copy your Evidence Gathering notes associated with the appropriate response section. Remember that you are now compiling the final response and it is a good time to rewrite your notes in full sentences as you would like them to appear in the final report.

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Search		Q A1 A2 A3 A4 A5 A6 A7 A8 A9 A10 A11 A12 A13 A14 A15 A16 A17 S	ummary							
										^
		A - Employer Commitment								. 1
	Company Details									- 8
		A.1 Is there a safety and health policy statement? (0-5 points)								
		- OUDELINES		Documenta	tion	1	00%		5 /	/ 5
		The policy statement:		Flag for	follow up					
	Site Sampling	 Outlines management's commitment to occupational safety and health. 								
		 Is signed by the current owner, president or CEO. 								
		 Is dated within the past three years. Discusses safety roles and responsibilities for all levels within the organization. Contains a requirement for workers to comply. 								
		 Recognizes workers right to a safe and healthy workplace. 								
Δ	A Employer Commitment	 Expresses a commitment to work in cooperation and consultation with workers. 								
	A* Employer Commitment									
	B* Evaluation and Continuous	mp								
	C Safety is Communicated an	De_ Crimings and notes.								
	C* Safety is Communicated a									
	D Roles and Responsibilities	Suggestio	ns for improvement							
	F Hazard Identification. Asser	me. 4			- C)				
	F Emergency Management									
	F* Emergency Management	This is a key strength This	is a key suggestic	on						
		r P								
	H Safety and Health Training	d								
	Inspections	A.2 Is there a harassment prevention policy? (0-5 points)								
		GUDELINES		Documenta	tion	1	00%		5 /	/ 5
-	uon 301	The policy commits to providing a workplace free of harassment and to taking corrective action in th	e case of	Flag for	follow up					-

There are some subtle differences between the 5 main audit sections ant they will be discussed briefly below:

Safe Work Certified (SWC)

This section includes elements: A, B, C, D, E, F, G, H, I, J, K, L, M, N

The questions in this section determine the pass/fail percentages of the audit. Questions are automatically scored based on the responses that were defined in the Evidence gathering steps. There are a few scoring rules to be aware of:

- Range Scoring: Most questions are scored on a range basis and the points are awarded based on the % positive indicators achieved in the evidence gathering steps. All scoring is rounded to the nearest integer (examples are A.1, A.2 and A.3) for example:
 - 100% of 5 points is 5 points.
 - o 50% of 5 points is 3 points.
- <u>AND</u> Scoring: Some questions must be verified by two verification methods <u>AND</u> both verification methods are required. In these instances, the lower scoring of the 2 verification methods will determine the score (examples are E.3, F.4 and F.7) for example:
 - If a question, worth 10 points, must be scored by Documentation <u>AND</u> Observation where the evidence gathering results are:
 - 80% for Documentation review (or 8 points)
 - 50% for Observations (or 5 points)



- The points awarded for the <u>AND</u> question with be the lower of the two options:
 - SCORE: 50% for Observations (or 5 points)
- OR Scoring: Other questions must be verified by two verification methods but either one OR the other verification method is required. In these instances, the higher scoring of the 2 verification methods will determine the score (examples are G.7, I.8 and I.11) for example:
 - If a question, worth 10 points, must be scored by Documentation <u>OR</u> Observation where the evidence gathering results are:
 - 80% for Documentation review (or 8 points)
 - 50% for Observations (or 5 points)
 - The points awarded for the **<u>OR</u>** question with be the higher of the two options:
 - SCORE: 80% for Documentation (or 8 points)

Element N

Element N is different for each IBSP and depends on the audit license requested. Each audit will have only one of the following possible sections:

Element	IBSP	Industry
N1	Made Safe	Manufacturing
N2	Manitoba Trucking Association (RPM)	Trucking
N3	Sales and Services Safety Association (S2SA)	Motor Vehicle
N4	Sales and Services Safety Association (S2SA)	Social Services
N5	Sales and Services Safety Association (S2SA)	Enforcement / Emergency
N6	Manitoba Association for Safety in Healthcare (MASH)	Healthcare

Optional

This section includes elements: A*, B*, C*, D*, F*, I* (all elements with an *)

This section, though having the name "Optional", is required for certification audits, but the responses to the questions do not impact the pass/fail rating of the audit if all the applicable questions in this section are answered and all requirements are completed.



Safety Culture

This section includes element: O

This section is required but the responses to the questions do not impact the pass/fail rating of the audit if all the questions in this section are answered and all requirements are completed.



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Searc	chQ	0 - Safety Culture							i
	Sather Evidence	Safety culture is not scored as part of the audit, rather, it is used to support an understanding of the safety and heal promote continuous improvement. Using the measurement scale provided for each of the twelve statements, the au practice takes place within the organization as a whole. For the purpose of this assessment, an audit means a form organization manages safety and health in accordance with a recognized standard (e.g. CSA, OHSAS, ISO) or a prof that an audit is repeated at regular intervals (e.g. aligns to each of the safety culture values, beliefs and dimensions) broad evaluation of the SAFE Work Certified program and safety culture in Manitoba.	Ith program i uditor must o nal process o fessional saf s). Assessme	relative determi of evalu fety and ent resu	to the ine the ating a d health ults will	organiza percenta nd report audit. "F be used	tion and ge of tim ing on he legular" r to suppo	to le each ow the means int the	
* * * * *	C Safety is Communicated and De C* Safety is Communicated and D D Roles and Responsibilities D* Roles and Responsibilities E Hazard Identification, Assessme	0.1 Formal safety audits at regular intervals are a normal part of our business. (0-4 points)	1 Flag for fo						
	F Emergency Management F* Emergency Management G Contracted Workers and Other P	- Findings and notes*		0 (0 1 (2 2 (4	0%-20% 21%-409 41%-609) %) %)			H
 	H Safety and Health Training and I Inspections I* Inspections	Stengths Suggettions for improvement		3 (6 4 (8	51%-809 31%-100	%) 0%)			J
	J Incident Reporting and Investiga K Worker Rights and Responsibiliti L Workplace Safety and Health Co	This is a key strength This is a key suggestion							
~ ~ ▲	M Protecting Vulnerable Workers N2 Industry Specific - Trucking Ind O Safety Culture	OZ Everyone at this organization values ongoing safety improvement in this organization. (0-4 points)							-
	AuditSoft	- Fridings and notes*	Flag for fo	ollow up					

Questions are manually scored by clicking on the drop-down list (1) of possible responses next to each question and selecting the appropriate response.

Safety Perception

This section includes element: P

This section is required but the responses to the questions do not impact the pass/fail rating of the audit if all the questions in this section are answered and all requirements are completed.

There are only two questions in the section and both questions are automatically scored based on interview responses.

Culture of Safety Maturity

This section includes element: Q

This section is required but the responses to the questions do not impact the pass/fail rating of the audit if all the questions in this section are answered and all requirements are completed.

There is only one question in the section that must be manually scored by clicking on the drop-down list of possible responses next to the question and selecting the appropriate response.

After answering every question in the Audit Results section, it will be marked with a green check mark next to each element and sub element. It is now time to move to the next section of the audit.



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Searc	<u>هم</u>	Q.1															
, , , , , , , , , , , , , , , , , , ,	A Employer Commitme A Employer Commitme A* Employer Commitme B Evaluation and Contre De Evaluation and Contre Loss frey is Communice of and De C Safety is Communice of and D	Q - Culture of Safety Maturity The question(s) in this section are part of the 'Culture of Safety Maturity' contribute to the overall audit pass/fail outcome.	grouping culture of	of qu	uestion y and he	s. Altho	ough a	nswer Upon	ing th	iese qu	estion f audit :	n(s) is n activitie	nandat	tory, th	ey do n nust ind	ot	eir
-	D Roles and Responsible lies	assessment of the organization's overall performance as either: Generative, Proac	ive, Calcul	lative,	or Reac	tive. (0-	3 point	3)	See			Genera	ative				•
* * * * * *	E Hozard Identification, seessme E Hazard Identification, seessme F Emergency Managem int G Contracted Workers a d Other P H Safety and Health Tre Ing and	Assessment options: • Generative - Safety is a condition of employment, it's how we do business. • Proactive - Safety leadership and values drive continuous improvement. • calculative - There are systems in place to manage all hazards. • Reactive - Safety is important, we do a lot every time we have an incident.								Flag fo	r follov	v up					
1	I Inspections I* Inspections	Findings and notes" Generative - Safety is a condition of employment, it is clear from the auditors interaction	that safety	r is a fu	undamen	tal requi	rement	in ever	y busin	ess dec	ision.						
	K Worker Rights and Reponsibiliti L Workplace Safety and tealth Co	- Strengtha			– Sugger	tions for	Improve	ment.									
~ ~ ~ ~	M Protecting Yulnerable Workers N2 Industry Specific - T sking Ind O Safety Culture P Safety Perceptions O Culture of Safety Mat	This is a key strength			Π	nis is a k	iey sug	gestio	n								
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Summary Information

The final section of the audit to complete is the (1) Summary information section. This section is an accumulation of supporting documents and attachments that must be provided as part of the audit submission. Each sub-section may include:

- 2. Guidelines outlining what is expected as a response.
- 3. An area for providing a written response and/or
- 4. The ability to attach a document.

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Search Q	Pre-Audit Meeting							>	
Audi Information Company Details Audi Details Sope Sope Selec Content Site Sampling Interview P	VORUME The following is an example of Pre-Audit Meeting minutes/notes: 'A pre-audit meeting was held on September 30, 2002 at the Winnipeg copposite office. The meeting included Joe Boss (Employer Representative). Roger Bell (Works Representative), and Rpan Smith GAFE Work Certified Audits. The meeting discussion included the purpose and scope of the audit and that it was a SAFE Work Certified Audits. The audit instrument was described along with the accing requirements. The auditor code of ethics and standards for confidentiality were also discussed.	4	STF		HS	 SUG	GESTIC	INS	
Gather Evide Audit Results Audit Results Summary Information Title Page	A pre-sudt meeting was held in Winnpeg corporate office								
Introduction / Company Profile Executive Summary Provide Meeting Close-Out Meeting Audi Process Summary of Audit Findings Area of Strengths Opportunities for Improvement		•	3)					
Recommendations Auditor Disclaimer Worker Representative Statement	ADD ATTACHMENT Fing for follow up								



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Search Q	Additional Information (Optional)						>	
✓ Audit Information ►	Marked as not applicable. This document will not be included in the final report.							
✓ Scope ✓ Gather Evidence								
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Executive Summary Pre-Audit Meeting								
✓ Close-Out Meeting ✓ Audit Process ✓ Summary of Audit Findugs								
 ✓ Areas of Strengths ✓ Opportunities for Improvement 								
Recommendations Auditor Disclaimer Worker Representative tatement								
AuditSoft Certificate Additional Information Optional)								
Linked Files								
AuditSoft	Flag for follow up Document is not applicable							

After completing this section your audit has been completed and there should be a green check mark next to each element on the left menu of AuditSoft. It is now time to move to the final section to submit your audit for quality assurance review.

Review and Submit

You are now ready to review your audit before submitting it:

1. The **Save PDF report** button in the toolbar will create a draft PDF for you to review.



You do not have to complete the entire audit to review your PDF draft. You can create a draft at any time even if your audit is only 5% or 10% complete. Drafts are not submitted to your IBSP.



Draft PDF reports will be opened in the default PDF viewer on your computer. Not all free PDF viewers are updated regularly to comply with the latest released PDF format changes. It is highly recommended that you install and use the latest version of the Adobe Reader (see https://get.adobe.com/reader) to view the generated draft audit report.



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Search Q Instructions	Submit Audit When you have completed your audit, use the form below to send it to Manitoba Trucking Association.	c
Company Details Audit Details Scope	These sections of your audit are incomplete: • <u>A - Employer Commitment</u>	
✓ Gather Evidence ►	The following will be included in your submission:	
Audit Results	DF Report	
Summary mormation Linked Files Submit Audit	Add File (asa) - Required for a student audit submission Note for review 1000 character 1000 character 1000 character	irs remaining
		SEND
AuditSoft		

When you have reviewed the draft and you are ready to submit it to your IBSP:

- 2. Select **Submit** from the left navigation menu.
- 3. Confirm that there are not any incomplete sections in your audit. If there are, click on the link(s) to add additional content and then return to this section.
- 4. Click **Send** to submit your audit to your IBSP for quality assurance (QA).



Questions and Support

Content Questions

For question related to the content of the audit like:

- what exactly is expected as a response or
- where you can get more detail on how to answer a question or
- can this question be reworded, etc.

Please reach out to your IBSP for clarification they can be reached at:

- Made Safe Manitoba at info@madesafe.ca.
- RPM Trucking Industry Safety at info@trucking.mb.ca.
- Sales and Service Safety Association(S2SA) at info@s2sa.ca.
- Manitoba Association for Safety in Healthcare (MASH) at mashmb.ca

AuditSoft Questions

AuditSoft is a software company that implemented the questions set and guidelines as they were provided by Safe Work Manitoba (SWMB) and your IBSP. AuditSoft cannot change questions and/or wording independent of approval by your IBSP and SWMB.

If you have a question about how the AuditSoft software application works, there is an extensive online manual including many frequently asked questions (FAQ) responses that can be accessed at:

Online FAQ articles: <u>https://auditsoft.co/support/</u>

Or if require software support, please contact AuditSoft at:

- Email: <u>support@auditsoft.co</u>
- Phone: 1 (888) 514 3534