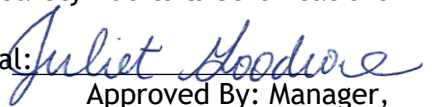




## SECOR Sampling Guidance

Effective Date: February 10, 2022

Owned by: Manager,  
Safety Audits & Certifications

Approval:   
Approved By: Manager,  
Safety Audits & Certifications

Valid Until: February 10, 2026

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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

Version	Date	Author(s)	Revision Notes
1.0	April 29, 2019	Juliet Goodwin	New document
1.1	April 29, 2022	Stephen Heinpalu	Annual Review
1.2	September 19, 2022	Stephen Heinpalu	Updated to match 2023 protocol changes (full table)  Changed from 'auditor' to 'quality assurance reviewer' in opening note
1.3	February 10, 2023	Stephen Heinpalu	Revised to update document name from SECOR Document Review list to also encompass other sampling.

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**Table 1: Document Submission Numbers**

Frequency of Document Used/ Number of Documents Available	Number of Documents to Submit
Daily >52	6-10
Weekly 25-52	5-9
Semimonthly 13-24	3-8
Monthly 5-12	2-4
Quarterly 2-4	2
Yearly 1	1

**Table 2: Training/Employee Document Submission Numbers**

Total Number of Employees to as per WCB Account	Minimum Number of Documents Submit*
8 - 10	6
5 - 7	4
3 - 4	3
2	2
1 (Owner/Operator)	1

\*Unless otherwise instructed by the audit question

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The list below contains examples of documentation that can be attached to the SECOR submission to verify the questions listed. Question instructions may include examples of specific documents than can be submitted.

Question	Documentation
A1	Health & Safety Policy
A2	Documented Employee Awareness (Orientation Forms, Meeting Minutes)
A3	Documented Health & Safety Roles & Responsibilities
A4	Documented Communication of Responsibilities (Orientation Forms, Meeting Minutes)
A5	Legislation List and Documented Accessibility (Orientations, Training, Meeting Minutes)
A6	Documented Awareness of OHS Rights (Orientations, Meeting Minutes)
B1, B6	Hazard Assessment Related Policy or Procedure
B2	List of Company Positions
B3	List of Tasks in Relation to each Position
B4, B5, B7	Formal Hazard Assessments
B8	Meeting Minutes, Acknowledgement of FHA Revision/Review
B9	Policy or Procedure related to Site Specific Assessments
B10	Site Specific Hazard Assessments, FLHAs, JSAs, FLRAs
B11	Hazard Related Policy or Procedure
B12	Hazard Reporting Form
C1	Formal Hazard Assessments
C2	Site Specific Hazard Assessments - Completed
C3	Personal Protective Equipment Policy or Process
C4	Training Records (in house/third party)
C5	Policy or Procedure (e.g., Inspection Process, Discipline Program, Competency Assessment Record)
C6	Safe Work Procedures and/or Codes of Practice
C7	Preventative Maintenance Policy or Program
C8	Equipment Inspections, Service Records and/or Maintenance Logs
C9	Violence Prevention Policy or Program
C10, C11	Harassment Prevention Policy or Program
D1	Inspection Policy, Procedure or Process

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Question	Documentation
D2	Inspection Records
D3	Training Records
E1	Orientation Policy, Procedure or Process
E2	Orientation Records
E3	Training Records
E4	Training Schedule/Matrix or Training Records
E5	Training Records - Completed
E6	Documented Competency Assessments
F1	Emergency Response Plan
F2	Awareness Documentation (Orientations, Meeting Minutes)
F3	Emergency Process or Drill Document
F4	Emergency Drill Records - Completed
G1	Incident Reporting Policy
G2	Incident Investigation Policy
G3	Incident Investigation Form
G4	Incident / Injury / Illness Reports and Near Miss Reports
G5	Training Records
G6	Safety Record Retention Policy, Procedure or Process (N/A for AB Companies)
G7, G8	Safety Statistics Report (N/A for AB Companies)
H1	Safety Meeting Policy, Procedure or Process
H2	Meeting Minutes or Communication Records (Emails)
H3	Action Plan from previous year's audit (if applicable)
H4	Action Plan from previous year's audit (if applicable) - Completed
I1	Policy or Procedure to protect External Worksite Parties/Visitors
I2	External Worksite Party Orientations, Meeting Minutes or Communication
I3	Other Employer Assessment / Management Policy/Procedure
I4	Other Employer Assessment / Management Policy/Procedure
J1, J2	Health and Safety Rep/Committee Policy or Procedure
J3	Training Records
J4	Inspections, Investigations, Health & Safety reports

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Question	Documentation
J5	Health and Safety Representative/Committee Policy or Procedure
J6	Employee Health & Safety concern Reports (if applicable)
J7	Health and Safety Representative Communication example(s)

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## Definitions

The following terms are used throughout the SECOR protocol:

Term	Definition
<b>Code of Practice</b>	Selection of appropriate regulations and procedures specific to hazardous work.
<b>Competent</b>	A person who is adequately qualified, suitably trained, and with sufficient experience to safely perform work without supervision or with only a minimal degree of supervision.
<b>Contracting Employer</b>	A person, partnership, or group of persons who, through a contract, an agreement or ownership, directs the activities of one or more employers involved in work at a work site.
<b>Critical Task</b>	A task with high potential for serious loss or injury.
<b>Directive Documents</b>	Documentation that provides direction to the organization, such as policies, procedures, and safety manuals. Directive documents tell how the organization intends to manage their health and safety system.
<b>Employee</b>	Anyone who works for an organization and has coverage by the company's WCB account (i.e., managers, supervisors, and workers).
<b>Formal Hazard Assessment</b>	Involves a step-by-step ongoing process to identify hazards, evaluate risks, and determine and assess control measures for an organization's overall operations.
<b>Hazard</b>	A situation, condition, or behavior from a physical, chemical, biological or psychological exposure that has the potential to cause harm. <ul style="list-style-type: none"> <li>• <b>Health Hazards:</b> Hazards that could result in an illness, such as pneumonia or cancer.</li> <li>• <b>Safety Hazards:</b> Hazards that could result in an injury, such as trauma or burns. \</li> </ul>
<b>Hazard Assessment</b>	A written process to recognize existing and potential hazards at work before they cause harm to people or property. <ul style="list-style-type: none"> <li>• <b>Formal Hazard Assessment:</b> Involves a step-by-step ongoing process to identify hazards, evaluate risks, and determine and assess control measures for an organization's overall operations.</li> <li>• <b>Site-Specific Hazard Assessment:</b> A process to check for the introduction of any unexpected hazards or hazards for which additional controls may be needed. Used when work is conducted at temporary worksites or when workers are conducting activities at a worksite not owned by their employer, and a new activity has been temporarily introduced.</li> </ul>
<b>Hazard Control</b>	Method used to eliminate or control loss. <ul style="list-style-type: none"> <li>• <b>Engineering Control:</b> Provides an inherent, automatic physical restraint on the hazard (ex. example barricades, ventilation, guarding)</li> <li>• <b>Administrative Control:</b> Any method that relies on human behavior to manage hazards (ex. safe work practices, safe operating procedures, rules, worker training, signs, etc.)</li> <li>• <b>Personal Protective Equipment (PPE):</b> PPE includes equipment or clothing</li> </ul>

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Term	Definition
	used for protection from health or safety hazards (ex. hard hats, safety glasses, steel toed boots)
<b>Hazard Reporting</b>	An immediate process that allows employees to report hazardous conditions or practices as they notice them. Allows for prompt reporting and subsequent corrective action without waiting for a planned inspection, a field-level hazard assessment, or a near miss to occur.
<b>Health and Safety Representative (HS representative)</b>	A worker who is designated as the health and safety representative for an employer as required by OHS Legislation.
<b>Incidents</b>	An undesired, unplanned, unexpected event that results, or has the potential to result, in physical harm to a person or damage to property (loss or no loss).
<b>Inspection</b>	A planned, systematic evaluation or examination of an activity or work site, checking or testing against established standards.
<b>Job Inventory</b>	A list of all jobs produced from a systematic review of the organization's operations.
<b>Manager</b>	A person who directs and/or supervises the affairs of a business, office, or organization.
<b>Manufacturer's Requirements</b>	The written specifications, instructions or recommendations, if any, of the manufacturer that describe how equipment, personal protective equipment, harmful substance or explosive are to be used, erected, installed, assembled, started, operated, handled, stored, stopped, calibrated, adjusted, maintained, repaired, dismantled or disposed of, including a manufacturer's instructions, operating or maintenance manual or drawings for the equipment, personal protective equipment, harmful substance or explosive.
<b>Near Miss</b>	An undesired event that under slightly different circumstances could have resulted in personal harm, property damage, or loss.
<b>Occupational Health and Safety Management System (OHSMS)</b>	A health and safety management system is a mature OHS program that is fully integrated into the culture, values, identity, and everyday operations of a workplace. A health and safety management system is led by employers, enacted by everyone in a workplace, and continually evaluated and improved through regular, formal assessments. This may be identified by a variety of names or acronyms (OHS, SMS, HSMS, OHSMS, etc.)
<b>Occupational Illness/Disease</b>	A disease or state of ill health arising out of and directly related to an occupation.
<b>Operational Records</b>	Health and safety system records that provide written proof as to whether the organization is following their policies and procedures (ex. meeting minutes, memos, bulletins, inspection reports, preventive maintenance records, hazard reports, hazard analyses, emergency response drills, training records, accident reports).
<b>Orientation</b>	A process used to familiarize employees to an organization and communicate the employer's expectations and critical information about a new job or situation.

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Term	Definition
<b>Other Employer(s) / Self Employed Person(s)</b>	A person, partnership, or group of persons who are involved in activities or work at a work site. These may or may not be contracted by your company.
<b>Owner/Operator (O/O)</b>	An owner/operator is a company where: <ul style="list-style-type: none"> <li>all work is done by the owner.</li> <li>there is one owner with the allowance of an unpaid family member doing the administrative work;</li> <li>it does not have workers as per COR definition</li> </ul>
<b>Personal Protective Equipment (PPE)</b>	Protective devices, garments, or coverings (such as respirators, helmets, face shields, boots, or gloves) that are worn especially by workers to minimize exposure to hazards that may cause injury or illness.
<b>Preventative Maintenance Program</b>	A program that includes the care and servicing of equipment and machinery with the purpose of maintaining safe and satisfactory operating conditions. This differs from an inspection.
<b>Records</b>	Employer documents retained on file as proof of activities.
<b>Safe Work Practice</b>	A written set of guidelines which establish a standard of performance for an activity or work process.
<b>Safe Work/Safe Job Procedure</b>	A written, step-by-step instruction of how to perform a task from beginning to end.
<b>Site Specific Hazard Assessment Site Specific Orientations</b>	Please see Hazard Assessments for definition A process used to familiarize employees to a work site or specific location, communicate the hazards, controls, and critical information related to H&S at the work site.
<b>Supervisor</b>	A person who has charge of a work site or authority over a worker. Supervisor is a function, not necessarily a job or job title
<b>Training</b>	Give information and explanation to a worker with respect to a particular subject-matter and to require a practical demonstration that the worker has acquired knowledge or skill related to the subject-matter.
<b>Violence</b>	Threatened, attempted or actual conduct of a person that causes or is likely to cause physical or psychological injury or harm, and includes domestic or sexual violence.
<b>Visitor</b>	Any person present at a work site who is not under the direct control of the employer (e.g. courier). This does not include customers. (e.g., students, hotel guests, etc.)
<b>Work Site</b>	A location where a worker is, or is likely to be, engaged in any occupation. Includes any vehicle or mobile equipment used by a worker in an occupation
<b>Worker</b>	Any person engaged in a job who is not a manager or supervisor.
<b>Worker Involvement</b>	Active participation of workers in work site health and safety activities such as safety discussions, inspections, investigations, health and safety committees, etc.

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Safety Audits and Certifications  
SECOR Health & Safety Audit  
SECOR Sampling Guidance (2023 Protocol)

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