



## Criteria for Determining Representative Interview Sampling

The interview sample contained within the audit scope must be representative of both the size and the complexity of the organization being audited. All business units and levels of the organization must be reflected in the sample. **Depending on the nature of the operation, sample sizes above the suggested minimums may be required.** See Table 1 for minimum interview sampling numbers.

To be “representative” the interview sample must consider all of the following variables:

- **Number of years employees have been with the company** - include a cross-section of everyone from new hires to experienced personnel.
- **Department** - include personnel from all departments.
- **Levels of Personnel** - include a cross-section of personnel from every staffing level, management to workers, including part-time and casual. When the audit scope encompasses more than one work site, include a sampling of personnel from each work site included in the scope of the audit.
- **Shifts** - include a sampling of employees from all shifts.
- **Company History** - if the company has recently undergone reorganization or other restructuring, include personnel from both the “old” and the “new” parts of the company.
- **WCB Account/Industry Codes** - when the scope of the audit encompasses more than one WCB account and/or industry code, include a sampling of personnel from all WCB industry codes.
- **Sites** - The number of sites included in the audit must be representative of the overall company operations (see Criteria for Determining Representative Site Sampling). Interview sampling is always based on total employee numbers, not the total number of employees working at the sites included in the current year’s audit.

Important Interview Sampling Requirements:

1. Interview subjects must be selected by the Auditor.
2. The Auditor must demonstrate within the audit report or audit summary that the sample size used for the number of interviews is in agreement with the criteria presented in this document.
3. To ensure the intended interview sampling is being met, auditors must ask all interviewees all of the questions required by the audit document, regardless of trends in interview results.

To avoid any confusion over sampling requirements, please contact Energy Safety Canada for assistance in determining a representative sample prior to proceeding with the audit.



Table 1: Minimum Representative Interview Sampling

| Total Staff | Minimum Interviews | Total Staff | Minimum Interviews | Total Staff | Minimum Interviews |
|-------------|--------------------|-------------|--------------------|-------------|--------------------|
| <5          | all                | 234-240     | 35                 | 560         | 66                 |
| 5           | 4                  | 241-249     | 36                 | 561-570     | 67                 |
| 6-7         | 5                  | 250-299     | 37                 | 571-580     | 68                 |
| 8           | 6                  | 300-302     | 38                 | 581-595     | 69                 |
| 9           | 7                  | 303-309     | 39                 | 596-605     | 70                 |
| 10-11       | 8                  | 310-312     | 40                 | 606-615     | 71                 |
| 12-14       | 9                  | 313-315     | 41                 | 616-625     | 72                 |
| 15-16       | 10                 | 316-320     | 42                 | 626-638     | 73                 |
| 17          | 11                 | 321-325     | 43                 | 639-645     | 74                 |
| 18-20       | 12                 | 326-329     | 44                 | 646-655     | 75                 |
| 21-24       | 13                 | 330-332     | 45                 | 656-665     | 76                 |
| 25-27       | 14                 | 333-335     | 46                 | 666-678     | 77                 |
| 28-30       | 15                 | 336-338     | 47                 | 679-689     | 78                 |
| 31-36       | 16                 | 339-341     | 48                 | 690-699     | 79                 |
| 37-44       | 17                 | 342-348     | 49                 | 700-705     | 80                 |
| 45-49       | 18                 | 349-354     | 50                 | 706-719     | 81                 |
| 50-64       | 19                 | 355-359     | 51                 | 720-729     | 82                 |
| 65-74       | 20                 | 360-364     | 52                 | 730-740     | 83                 |
| 75-88       | 21                 | 365-369     | 53                 | 741-749     | 84                 |
| 89-99       | 22                 | 370-374     | 54                 | 750-790     | 85                 |
| 100-120     | 23                 | 375-379     | 55                 | 791-840     | 86                 |
| 121-149     | 24                 | 380-389     | 56                 | 841-959     | 87                 |
| 150-199     | 25                 | 390-399     | 57                 | 960-1000    | 88                 |
| 200-204     | 26                 | 400-475     | 58                 | 1001-1499   | 89                 |
| 205-209     | 27                 | 476-499     | 59                 | 1500-1800   | 90                 |
| 210-212     | 28                 | 500-510     | 60                 | 1801-2500   | 91                 |
| 213-214     | 29                 | 511-519     | 61                 | 2501-4000   | 92                 |
| 215-220     | 30                 | 520-529     | 62                 | 4001-4999   | 93                 |
| 221-222     | 31                 | 530-539     | 63                 | 5000-9999   | 94                 |
| 223-226     | 32                 | 540-549     | 64                 | 10000-24999 | 95                 |
| 227-230     | 33                 | 550-559     | 65                 | 25000+      | 96                 |
| 231-233     | 34                 |             |                    |             |                    |



## Criteria for Determining Representative Work Site Sampling

For the purposes of a Partnerships Health and Safety Audit, a “work site” will be defined as “any location where a worker is, or is likely to be, engaged in any occupation for their employer.”

Work sites included in the audit must be representative of the overall company operations. The following criteria shall be used to determine what work sites to include in the scope of an audit.

- Where multiple industry codes/accounts are being included in the scope of the audit, activities under all applicable accounts and industries must be represented in the site sampling.
- The main office/shop complex must be included in the scope of audit in certification/recertification years. If two main offices/shops exist, alternate site visits from one main site to the next on a rotating basis.
- Taking into consideration all of the above criteria, the number of work sites included in the scope of the audit must also meet established minimums. If the scope of the audit includes:
  - 2 sites, all sites must be visited.
  - 3-4 sites, at least 2 sites must be visited.
  - 5-8 sites, at least 3 sites must be visited.
  - 9 -30 sites, a third of the sites must be visited (calculations must be rounded *up* to the nearest whole number).
- Where an employer’s operation is composed of 3-30 fixed sites, all sites will be included in an audit at some point during the 3-year audit cycle.
- In cases where an employer’s operation is not consistent across sites with regards to location, working conditions, type of work, number of employees, and work site sizes, multi-site audits may require a sampling of more than the minimum number of sites to be representative. In these situations, consult with your CP prior to finalizing site selection.
- If an employer’s audit scope is larger than 30 sites, the employer/auditor must consult their CP to determine representative sampling for the audit. The CP may consult with Partnerships to determine the best sampling methodology for these large employers.
- An employer with 3 or more sites cannot use the same combination of sites for COR recertification that were used as the scope of the audit conducted for the last certification.

To avoid any confusion over sampling requirements, please contact Energy Safety Canada for assistance in determining a representative sample prior to proceeding with the audit.