Annual Audit Requirement

This year, more than any other, many companies have postponed submitting their annual audit for SAFE and COR certification. Over 1,500 companies have audits due before the end of the December. To avoid getting caught in a rush, submit your audit sooner than later. It should cover the previous 12 months, regardless of when your last audit was conducted. Maintenance audits are due no later than December 31, 2021. Recertification audits are due on your certificate expiry date unless you've been approved for an extension.

To be eligible for COR, your internal auditor must have current training within the past three years. Until the end of the year, BCFSC is offering free auditor training if your company has previously trained an internal auditor. If your company did not do an audit in 2020 and is interested in COR for 2021, a recertification audit is required rather than a maintenance audit. Use the Corrective Action Log (CAL) from your last audit (which may be from 2019 if you missed your 2020 audit).

## What if your company didn't work in the past year?

BCFSC still needs to confirm your safety program is in place and that it meets SAFE Certification program requirements to ensure your company is ready to safely restart work. You still need to submit an audit and provide your program forms and policies even if some forms are left blank.

Can a question be left blank?

All questions in the audit form require a response, even if the answer is not applicable or you are checking the "no" box. Leaving a question blank results in zero points for that question which will negatively impact the total audit score.

What's New

BCFSC introduced a new **Online Audit Tool** (OAT) this year. OAT allows you to complete all your responses online and upload supporting documents digitally. OAT also allows you to start your submission, save your progress, bookmark it and then come back later to complete it. ⏏

Introduction to Online Audit Tool
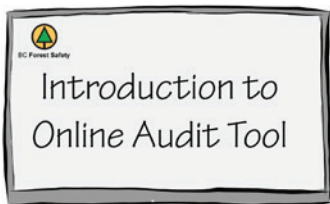
Tricks and Tips for Using the Online Audit Tool (OAT) Successfully

The first step to achieving a successful audit submission using BCFSC's Online Audit Tool (OAT) is to fully understand how to use it.

Technology Tips:

- Audits can ONLY be submitted with our OAT Tool using a computer with a stable, high-speed internet connection and web browser (i.e., Firefox, Goggle Chrome, Edge, etc.). OAT will not work using a tablet or mobile phone.

- Your internet connection must have sufficient broadband to support high-speed video streaming otherwise it won't be enough bandwidth to submit an audit using OAT.

- OAT is not a Microsoft Word document, it is a web-based document submission tool. It is not compatible with Word doc commands.

How to Use OAT Instructions:

BCFSC has ten short videos to walk you through how to use this online audit tool successfully. We highly recommend everyone take the time to watch these videos before using OAT to submit your annual audit.

Learn how to use OAT by visiting our webpage. On this page, you will find our OAT introduction video, downloadable common questions on **How to Use OAT** and OAT instruction videos covering:

1. **Preparing Documents**
2. **Saving Progress**
3. **Adding a CU**
4. **Missing Info**
5. **Entering Split Years**

1. **Adding Attachments**
2. **Adding Paper Documents**
3. **Adding Notes**
4. **Audit Submission**
5. **Multiple Day Progress**

SAFE Companies

Audit Reporting Requirements & Tips:

For those who have submitted a paper audit in the past, you will notice the questions from the paper audit tool are the exact same as the ones from the online audit tool. IOO's will still need to answer 12 questions for 14 points and Small Employers will still need to answer 22 questions for 24 points.

Your audit will need to be submitted using the correct online audit tool for the size of your company. If you are a SEBASE sized company (6-19 workers) then you must submit your audit using the SEBASE OAT. You cannot submit your audit using the ISEBASE audit tool for 2-5 workers as the reporting requirements are different.

OAT allows you to file and save your audit reporting forms and answers online throughout the entire year eliminating the need to populate/answer all questions at one time (i.e., last minute audit preparation - right before the audit is due).

There are two different options to successfully answer audit questions. It is important to watch the videos and learn how to enter and save a comment/note and/or how to attach and save a document to each question.

    Option 1. Type out the answer in a note in the field/box available in each question.

    Option 2. Attach a document that corresponds to the question's reporting request. For example, submit an Emergency Response Plan (ERP) document.

Option Examples:

    Small Employers' audits for SEBASE and ISEBASE

    Question 9a) Asks you to list the Safe Work Procedures (SWP) you use daily in your operations.

    Options - You could type out the whole list of your SWP into the field box OR you could attach a digital document with all SWP listed on it. (i.e., a scan of the Table of Contents from your OH&S Program where the SWP is already listed.)

The maximum file size for document submissions is 85MB. You will have to ensure the total size of all scanned documents in your final audit submission does not exceed 85MB per file.

Before you submit your OAT, save a copy of the documents and responses to all questions. Once the OAT is submitted, you will no longer have access to modify or change anything in your submission.

Your audit is ready to submit when all fields are populated. You can now submit your annual audit online and you will receive a confirmation from BCFSC acknowledging receipt of your audit.

If you have any questions about OAT submissions or which OAT Tool to use for your company size, contact the BCFSC between 8am – 5pm, Monday through Friday at 1-877-741-1060. ⚠

SAFE Companies Forms Project

Planning has started for the SAFE Companies Forms project. SAFE Companies are working with a vendor to develop an App to support small employers in building and maintaining their SAFE Companies Certification record keeping requirements. Some of the App's basic functions will enable employers to:

- Document/Record SAFE Companies required activities

- File the records in a secure platform

- Store company SWP's (available on and offline)

- Submit the record to stakeholders (only if wanted!)

- Compile the records for the yearly SAFE Companies Audit

- Support SAFE Companies Audit submission requirements

The project team are currently planning discovery sessions with some contractor associations and larger licensees. There is also a short survey that will be sent to SAFE Certified companies (<20 workers) to gather information on their SAFE Companies record keeping practices and needs. Once the survey results are compiled, we will plan a facilitated session with the vendor and stakeholders to identify the business requirements for the app with the intent of launching it in 2022. ⚠