



## Frequently asked questions:

### Complexity-Based Scalable Audit (CBSA)

The information contained in this document will be updated as work on the CBSA progresses.

#### What changes will the CBSA bring to COR auditing?

Although the CBSA is still in development, employers and auditors can expect the following changes to auditing:

- A new scalable and expandable audit instrument appropriate for all sizes and levels of risk and employer complexity.
- There will be no Small Employer Certificate of Recognition (SECOR) designation under the CBSA. All audited employers that meet the requirements of the program would receive a Certificate of Recognition (COR) regardless of their size.
- An audit designed around the *Plan-Do-Check-Act* model.
- Inclusion of industry-specific audit content ensures the audit is relevant to employer operations.
- Changes to auditor training and certification requirements are expected once the CBSA's final design is determined.

Note: More changes may come as the CBSA project proceeds.

#### How is the complexity of employer's operations measured?

The complexity calculator used by Certifying Partners (CPs) will determine the complexity level of the employer's operation: low, medium, or high.

- Complexity is calculated based on the following attributes: number of workers, number of sites, number of industry codes, risk posed by industry code, operating environment(s) and position as an owner/operator.
- The CBSA working group is developing procedures for using the complexity calculator to ensure it is consistently applied.

#### What is the Plan-Do-Check-Act (PDCA) model?

A tool for continual improvement used to monitor business performance on a continual basis.

The PDCA model applies to all management systems, including health and safety management systems (HSMS).

Plan: setting of a health and safety policy; planning including resource allocation hazard identification and assessment and system skills and organization provision.

Do: implement and operate the components of the HSMS.

Check: measuring the active and reactive performance of the HSMS.

Act: review the HSMS in the context of continual improvement.

For more information see the OSH Management System: A tool for continual improvement.

[https://www.ilo.org/wcmsp5/groups/public/@ed\\_protect/@protrav/@safework/documents/publication/wcms\\_153930.pdf](https://www.ilo.org/wcmsp5/groups/public/@ed_protect/@protrav/@safework/documents/publication/wcms_153930.pdf)

What will stay the same for the COR program under the CBSA?

- Partnerships in Injury Reduction (PIR) rebates from the Workers' Compensation Board - Alberta.
- Three-year audit cycle.
- Availability of maintenance options.
- CPs conduct quality assurance reviews of each audit and maintenance options.

What will stay the same for the COR auditing under the CBSA?

- Using an audit instrument with questions and guidelines.
- The audit will be scored, the scoring method is under development.
- Using three validation techniques (i.e., documentation, interview, observation).
- Using interview and work site sampling tables.
- Using external/consultant auditors, peer auditors, internal auditors, and CP staff auditors to conduct CBSAs.
- Auditing timelines (e.g., data gathering, audit submission).

What changes are planned for employers who are currently in the SECOR Program?

The CBSA working group recognizes the unique needs of small employers and owner operators. This, together with the direction from the COR evaluation to design a new effective and simpler SECOR program, will be carefully considered in the tailoring of the CBSA.

The path forward for employers currently in the SECOR program is determined in Phase Two. CPs will engage with their current SECOR holders and provide them with an opportunity to provide feedback on the CBSA prototype and plan.

What are the project timelines?

The CBSA project is divided into three phases.

- Phase One – Develop the CBSA prototype
  - March 2024 – the prototype is expected to be ready for industry and auditor review/input.

- Phase Two - Prepare for the implementation of the CBSA (2024-2025)
  - The CBSA prototype will be tested, piloted and evaluated.
  - The CPs engage with CP members, COR/SECOR holders and auditors to:
    - Gather industry-specific input to incorporate into the CBSA prototype.
    - Gather feedback on the plan to replace SECOR with the CBSA.
  - The design of the CBSA and its application for SECOR holders will be finalized.
  - The working group develops the standards, procedures and processes for the CBSA.
- Phase Three – Implement the CBSA (2025-2026)
  - The working group develops and implements a transition plan for the CBSA.
  - The working group develops the CBSA training for employers and auditors.
  - CPs provide CBSA training for employers and auditors.
  - The CBSA will be available for first use by selected employers in 2026.

Note: Timelines may change as the CBSA project proceeds.

When will the CP engagement sessions with employers and auditors take place?

Engagement sessions will start in May 2024, after the CBSA prototype is developed. This is part of Phase Two of the CBSA project.

Will the CBSA be tested before it is implemented?

Yes, during 2024. The pilot phase for the CBSA prototype will include employer testing and evaluation. The results of the pilot will determine the CBSA's final design.

Will the CBSA replace the COR and SECOR program?

The intent is that the CBSA will eventually replace the current COR and SECOR audit instruments.

Will all audits have to switch to the CBSA in 2026?

No. The CBSA will be implemented gradually.

- In 2025, the CBSA working group will implement a transition plan for the phased introduction of the CBSA, starting in 2026. This plan aims to support employers in navigating and adopting the new audit process.
- Current audit instruments can be used in tandem during the transition phase.

How will I be kept updated on CBSA progress?

The CPs will update their members as the CBSA project progresses. Updates will be provided through the department's OHS eNews.

Please use the following link to subscribe to the OHS eNews:

<https://www.alberta.ca/health-safety-eneews>