

Construction Safety Association of Manitoba Online Audit Tool

To log into the online audit tool, go to **auditor.constructionsafety.ca**.

Please note: Internet Explorer is not supported.

The first time you log in, you will need to register for an account by clicking the “register” button.

Login

Existing Account

Username

Password

[Forgot Password?](#)

[Don't have an Account?](#)

Sign in

Register

Next, you will need to fill in all fields of the form to create an account.

Register New Account

Create new account

Member ID

User Name

First Name

Last Name

Email address

Password

[Have an Account?](#)

Sign up

Sign in

If you don't know your member ID, please contact CSAM.

Winnipeg: 204-775-3171

Brandon: 204-728-3456

You can decide your username and password.

Once you have completed, click the “sign up” button.

You will then receive a confirmation email that includes your username and password. You will need to click “confirm” in the email. If you do not receive an email within 10 minutes, (and you have checked your junk/spam folder). Please contact our COR™ administrator at 204-775-3171. Once you click “confirm” in the email, your browser will open a new tab and you should see the following message:

Thank you!

Your account has been confirmed.

[Click here to log in](#)

Click the “click here to log in” button to continue. Re-enter your username and password then click “sign in”.

Login

Existing Account

Username

Password

[Forgot Password?](#)

[Sign in](#)

You will now be in the dashboard. This is where you can create an audit and view any that you have created. Your new audit will either show “started” or “in progress” depending how far along you are in the audit process.

Dashboard

Hello,

[Log out](#)

[Create New Audit](#)

Click “create new audit” to start a new audit.

[Open Audits](#)

[Ready For Review](#)

[Under Review](#)

Open Audits

ID	Program	Member ID	Status		
	2018 COR™ Audit Tool	RAND001		View/Edit	Delete
	2018 SECOR™ Audit Tool	RAND001		View/Edit	Delete

You will need to fill in all fields of the audit information sheet. If you do not know what to enter in a field, please leave in blank. You may also notice some information may already be filled in for you. Please review and update as necessary.

Audit Information Sheet

hello,

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[Need some help?](#)

COMPANY DATA

Legal Name

Province

Address

City

Postal Code

Company Contact

of Workers

Phone Number

Email

WCB INFORMATION

Account Number

Industry Code

Nature / Type of Work Done

[Update](#)

Click “update” once completed to save your progress.

[Add Sites](#)

Click “add sites” to continue.

You can contact CSAM (204-775-3171 or 204-728-3456) or WCB to obtain your WCB account number and industry code.

Audit Information Sheet - Site Locations

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Site Location(s)	# Site Personnel	# Interviewed
------------------	------------------	---------------

There are no Sites, add one to see them here.

Click "add sites" and enter site location(s), number of site personnel, and number interviewed. If you have not yet completed site visits, **please leave this section blank** and go back to it at a later date. Once completed click "update" to save.

Click "COR/SECOR audit" to continue

Click "select audit versions," and select either "2018 COR™ Audit Tool" or "2018 SECOR™ Audit Tool".
Please note, 2018 was the last time the audit instrument was revised, this will be for your current audit year.
Please note: if you choose the wrong audit tool, you will have to delete and start from the beginning

COR/SECOR Audit Verification

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Select Audit Versions

- 2018 COR™ Audit Tool
- 2018 SECOR™ Audit Tool

Ensure you have selected the appropriate Audit Tool

Select either "YES" or "NO" for all of the sections listed.

Does the company's health and safety program contain the following?	YES	NO
1. Health & Safety Policy	<input type="radio"/>	<input type="radio"/>
2. Hazard Assessment, Analysis & Control	<input type="radio"/>	<input type="radio"/>
3. Safe Work Practices	<input type="radio"/>	<input type="radio"/>
4. Safe Job Procedures	<input type="radio"/>	<input type="radio"/>
5. Company Safety Rules	<input type="radio"/>	<input type="radio"/>
6. Personal Protective Equipment (PPE)	<input type="radio"/>	<input type="radio"/>
7. Preventative Maintenance Program	<input type="radio"/>	<input type="radio"/>
8. Training & Communication	<input type="radio"/>	<input type="radio"/>
9. Inspections	<input type="radio"/>	<input type="radio"/>
10. Investigations & Reporting	<input type="radio"/>	<input type="radio"/>
11. Emergency Preparedness	<input type="radio"/>	<input type="radio"/>
12. Statistics and Records	<input type="radio"/>	<input type="radio"/>
13. Legislation	<input type="radio"/>	<input type="radio"/>
14. Manitoba Supplement	<input type="radio"/>	<input type="radio"/>

Create Audit

Once all options have been selected, click "create audit" to continue.

Next, you will need to fill in all fields. If you do not know what to put in a field, please leave in blank.

Auditor Data

Name		Registration Number
<input type="text" value="Auditor Name"/>		<input type="text" value="Auditor Registration Number"/>
Company		Phone
<input type="text" value="Auditor's Company"/>		<input type="text" value="Auditor's Phone Number"/>
Address	City/Town	Postal Code
<input type="text" value="Auditor's Address"/>	<input type="text" value="Auditor's City"/>	<input type="text" value="Auditor's Postal Code"/>
Province	Email	
<input type="text" value="Auditor's Province"/>	<input type="text" value="Auditor's Email"/>	

Verification of Compulsory COR™ Training	Participant	Date Completed
Principles of Safety Management (PSM)	<input type="text"/>	<input type="text" value="mm/dd/yyyy"/>
Safety Auditor Training (SAT)	<input type="text"/>	<input type="text" value="mm/dd/yyyy"/>
WHMIS - Train the Trainer (TTT)	<input type="text"/>	<input type="text" value="mm/dd/yyyy"/>
Leadership for Safety Excellence (LSE)	<input type="text"/>	<input type="text" value="mm/dd/yyyy"/>

If you are unsure of your companies training records, please contact CSAM (204-775-3171 or 204-728-3456).

Click "save" to save your progress and click "start audit" to continue to the audit instrument.

If you are a new auditor, please complete a registered auditor application form found:

<https://www.constructionsafety.ca/wp-content/uploads/2014/04/Registered-Auditor-Intro-Application.pdf>

Please email the completed document to safety@constructionsafety.ca.

Fill in all sections of the audit.

Health & Safety Policy

hello [Log out](#)

Health & Safety Policy		Score Weighting	Technique Employed			Points Awarded	Supporting Documents
#	Name		D	O	I		
1.1	Does the employer have a written health and safety policy that: Is signed by the president, CEO or local senior management? Guidelines	3	X			0	No files Uploaded Files
1.2	Does the employer have a written health and safety policy that: Includes management's commitment to provide a safe and healthy work environment? Guidelines	3	X			0	No files Uploaded Files
1.3	Does the employer have a written health and safety policy that: Is prominently posted or made available to the worker? Guidelines	2	X			0	No files Uploaded Files
1.4	Does the employer have a written health and safety policy that: Addresses accountability and responsibility for health and safety for workplace parties? Guidelines	3		X	X	0	No files Uploaded Files
1.5	Does the employer have a written health and safety policy that: Expresses a commitment to work in a spirit of consultation and cooperation with the workers? Guidelines	4	X			0	No files Uploaded Files
1.6	Does the employer have a written health and safety policy that: Is understood by personnel? Guidelines	6				0	No files Uploaded Files
1.7	Does the employer have a written health and safety policy that: Is understood by personnel? Guidelines	6				0	No files Uploaded Files
Total points possible / awarded		27				0	

Click on the **X** to change it to a **✓** OR select the number of points from the dropdown menu.

Click "guidelines" to learn more about each question and its scoring.

All questions that require supporting documentation will have the option to upload files. Click "files" to upload documents to the required questions or the entire section (PDFs preferred)
File Manager
View Format Download Delete
This question has no files
Close Choose files
Click "choose files" & click "close" once complete.

[Save](#)

Health & Safety Policy | [Hazar...](#) | [Safe...](#) | [Safe...](#) | [Compa...](#) | [Perso...](#) | [Preve...](#) | [Train...](#) | [Inspe...](#) | [Inves...](#) | [Emerg...](#) | [Stat...](#) | [Legis...](#) | [Main...](#)

[Previous](#) | **1 of 14** | [Next](#)

Click "save" after each section and "next" to continue to the next

You can toggle through all the sections by clicking here.

The "points awarded" section will be automatically calculated.

Please note: if you have questions regarding your audits documentation or referencing your documentation, please refer to our online audit FAQ guide or contact one of the safety advisors at CSAM (204-775-3171 or 204-728-3456).

Once you have completed all sections of the audit click "save and continue" to move to the audit executive summary sheet.

Audit Executive Summary Sheet

Company:

Audit Completion Date:

Name of Auditor: Auditor has not been Assigned yet

Section #	Section Name	Possible Score	Actual Score	Minimum Standard	Minimum Standard Achieved
1	Health & Safety Policy	27	27	14	YES
2	Hazard Assessment, Analysis & Control	42	42	21	YES
3	Safe Work Practices	13	13	7	YES
4	Safe Job Procedures	17	17	9	YES
5	Company Safety Rules	9	9	5	YES
6	Personal Protective Equipment (PPE)	24	24	12	YES
7	Preventative Maintenance Program	15	15	8	YES
8	Training & Communication	39	39	20	YES
9	Inspections	31	31	16	YES
10	Investigations & Reporting	30	30	15	YES
11	Emergency Preparedness	29	29	15	YES
12	Statistics and Records	21	21	11	YES
13	Legislation	10	10	5	YES
14	Manitoba Supplement	63	63	32	YES
Total:		370	370	296	YES

Fill in the required signatures and click "save signatures" once complete.

Minimum standard **80%** overall and **50%** each Section

Current Score: **100%**

Current Score: **370**

Standard Achieved: **YES**

Review

Enter Full Name
Senior Management/Company Officer

Enter Full Name
Auditor

Enter Full Name
Worker Safety Rep/Committee Co-Chair

Save Signatures

Once you have saved signatures click, "auditor executive summary report."

Audit Executive Summary Sheet

Auditor Executive Summary Report

Auditor Executive Summary Report

Number of worksites visited:

Number of management/supervisor interviews:

Number of worker interviews:

Number of safety committee/worker rep interviews:

Number of sub-contractors interviewed (where applicable):

Other notes/comments:

Fill in the required information and click "save auditor executive summary report." Once you have done so, the "corrective action plan" button will appear. Click it.


Save Auditor Executive Summary Report

Corrective Action Plan

Audit Corrective Action Plan

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Audit Reference #	Recommendation	Assigned To	Target Completion Date	Date Completed
Add		Add	Save	

[Need some help?](#)

[Review & Submit Audit](#)

Click the “add” button and complete all fields. Click Save. Once you have entered all corrective actions, click “review and submit audit.”

Summary

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[Need some help?](#)

[Audit Instrument](#)

[Audit Information Sheet](#)

[Audit Executive Summary Sheet](#)

[Auditor Executive Summary Report](#)

[Audit Corrective Action Plan](#)

[Submit](#)

[View / Download](#)

Next, you will see a summary of the audit you have created. Here you can review all sections of the audit. You can return to any section and make any necessary changes.

If everything has been entered correctly, you can also download your audit by clicking “view/ download” button.

Summary

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[Need some help?](#)

[Download Files](#)

[Download PDF](#)

When you click “download files” you will download a zipped folder that will include all of the documents you uploaded. They will be saved including the section and question number they were uploaded under.

When you click “download PDF” you will download a PDF document that includes you audit executive summary, auditor executive summary report, corrective action plan, and audit instrument.

At the very bottom of the page, there is a “submit” button. Once you click it you will see “you have submitted your audit for review.”

Please note: once you hit “submit,” you cannot make any further changes.

You can review the status of your submitted audits in the dashboard — they will move from “open audits” to “ready to review” to “under review.”

An email will be sent to the email address you registered your account with that your audit has been submitted. You will also receive another email when your audit has been approved.

You will still receive a physical copy of your letter of good standing/certificate (if applicable).

You will still need to complete a safety of culture assessment for your company. It can be found:

<https://www.constructionsafety.ca/wp-content/uploads/2019/03/2019-V.1-19-Safety-Culture-Assessment.pdf>

Please email the completed document to safety@constructionsafety.ca.