

Construction Safety Association of Manitoba Online Audit Tool

To log into the Online Audit Tool, go to auditor.constructionsafety.ca.

Please note: Internet Explorer/ Microsoft Edge is not supported.

The first time you log in, you will need to register for an account.

Online Audit Tool

Login

Member ID

Password

[Forgot Password?](#)

[Sign in](#)

Activate your account

[Click here to begin](#)

Click here to register for a new account.

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

Online Audit Tool

Activate your account

Member ID

Email Address

[Request Activation Code](#)

Have an Account?

[Sign In Here](#)

If you do not know your member ID, please contact CSAM.

You should use your companies main contact email address.

When Complete, Click "Request Activation Code"

You will then receive a confirmation email that includes your accounts confirmation. 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.

Click here to proceed'."/>

Online Audit Tool

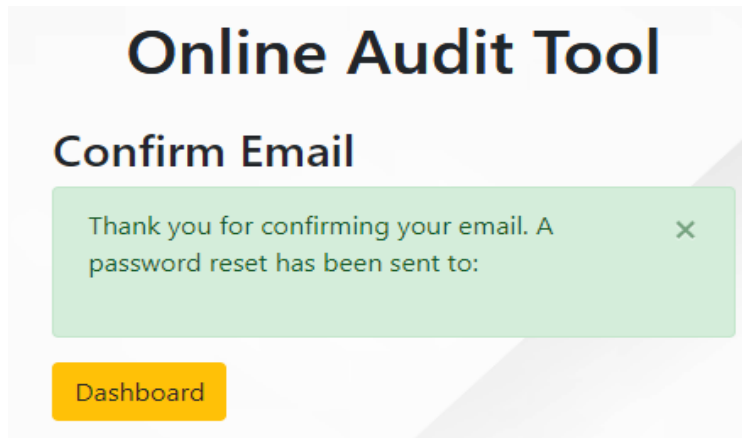
Activate your account

Thank you for signing up, your account has been created!

We have sent an email to to verify your email address.

Click the link in the email to confirm your email address (Check spam and Junk folders) [Click here to proceed](#)

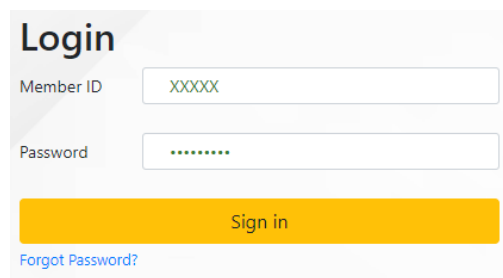
Once you click “confirm” in the email, your browser will open a new tab & you should see the following message:



Once you receive the password Reset link & enter your password, you will be able to log in.

Please Note: passwords must contain at least 6 characters, upper & lower-case letters, a number & a symbol.

Click the “Dashboard” button to continue. Re-enter your Member ID & password then click “Sign in”.



You will now be in the Dashboard. This is where you can create an audit & 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.

Choose COR® or SECOR® Maintenance or Recertification to start a new audit. If you are unsure of your audit year, please contact us.

ID	Program	Type	Member ID	Status	
2143	2018 COR® Audit Tool	Recertification		Started	View/Edit Delete
2198	2022 COR® Audit Tool	Maintenance		Started	View/Edit Delete

If you are unsure which audit instrument was created (2018 or 2022) it will show in your dashboard

If you are unsure which audit type you chose, (Maintenance / Recertification) it will show in your dashboard

Next, you will be asked to verify that your company's health and safety program contains all 15 elements.

Does the company's health and safety program contain the following?		Yes	No
1.Safety and Health Policy		<input type="radio"/>	<input checked="" type="radio"/>
2.Hazard Assessment, Analysis and Control		<input type="radio"/>	<input checked="" type="radio"/>
3.Safe Work Practices		<input type="radio"/>	<input checked="" type="radio"/>
4.Safe Job Procedures		<input type="radio"/>	<input checked="" type="radio"/>
5.Company Safety Rules		<input type="radio"/>	<input checked="" type="radio"/>
6.Personal Protective Equipment		<input type="radio"/>	<input checked="" type="radio"/>
7.Preventative Maintenance Program		<input type="radio"/>	<input checked="" type="radio"/>
8.Training and Communication		<input type="radio"/>	<input checked="" type="radio"/>
9.Inspections		<input type="radio"/>	<input checked="" type="radio"/>
10.Incident Investigation and Reporting		<input type="radio"/>	<input checked="" type="radio"/>
11.Emergency Preparedness		<input type="radio"/>	<input checked="" type="radio"/>
12.Statistics, Records and Documentation		<input type="radio"/>	<input checked="" type="radio"/>
13.Legislation		<input type="radio"/>	<input checked="" type="radio"/>
14.Procurement and Contractor Management		<input type="radio"/>	<input checked="" type="radio"/>
15.Manitoba Supplement		<input type="radio"/>	<input checked="" type="radio"/>

Save & Continue

Click Save & Continue

From this point forward, you will be able to edit any information you enter. Fill in your company data as applicable.

COMPANY DATA

Legal Name: Construction Safety Association of Manitoba Province: MB

Address: 1447 Waverley Street City: Winnipeg Postal Code: R3T0P7

Company Contact: # of Workers: 15

Phone Number: 2047753171 Email: E-mail Address

WCB INFORMATION

Account Number: Industry Code: Nature / Type of Work Done: Nature / Type of Work Done

Save and Continue

Note: If you are completing a Joint Audit, you must indicate all company names & corresponding WCB account information

Use the progress bar to toggle through the Audit Tool & various sections.

Note: If you are completing a Joint Audit, you must indicate all company names & corresponding WCB account information

Next, you can add your site locations, or toggle through to the Auditor & Training or the Audit instrument.

CSAM Dashboard > Audit > Site Location(s) Hello | Logout

Site Location(s)	# Site Personnel	# Interviewed
There are no Sites, add one to see them here.		

Company Info Sheet
Site Location(s)
Auditor & Training
Audit 0% Min: 80%
Executive Summary
Corrective Action Plan
Review & Submit

Add New Site Save & Continue

Click "add sites" & enter site location(s), # Site Personnel & # Interviewed. If you have not yet completed site visits you can leave this blank. Once completed click "update" to save.

Next, you can enter your Auditor Data & Training information, or toggle to the Audit instrument.

CSAM Dashboard > Maintenance Audit # > Auditor & Training Hello | Logout

Company Info Sheet
Site Location(s)
Auditor & Training
Audit 0% Min: 80%
Executive Summary
Corrective Action Plan
Review & Submit

Auditor Data

Name: Auditor Name
Company: Auditor's Company
Address: Auditor's Address, City/Town: Auditor's City, Postal Code: Auditor's Postal Code
Province: Auditor's Province, Email: Auditor's Email
New Auditor: Registered Auditor Number:
Phone: Auditor's Phone Number

NOTE: If you are a NEW Registered Auditor, click here

Verification of Compulsory SECOR® Training	Participant	Date Completed
Principles of Safety Management (PSM)		mm/dd/yyyy
Safety Auditor		mm/dd/yyyy
Hazard Identification and Risk Control		mm/dd/yyyy
Leadership for Safety Excellence (LSE)		mm/dd/yyyy

Save & Continue

The progress bar will update as you completed sections.

If multiple auditors are completing the audit, include all names here.

If your company is currently certified, you can use your Train the Trainer date instead.

Click Save & Continue to move to the next section or use the progress bar.

Next, fill in all sections of the audit

1. Safety and Health Policy		Score Weighting	Technique Employed			Points Awarded	Supporting Documents
#	Name		D	O	I		Not Required
1.1	Includes management's commitment to provide a safe and healthy work environment? Guidelines	3	X			0	No files Uploaded Files
1.2	Expresses a commitment to work in a spirit of consultation and cooperation with the workers? Guidelines	3	X			0	No files Uploaded Files
1.3	Addresses accountability Guidelines	4	0		0	0	No files Uploaded Files
1.4	Is signed by current senior management and appropriately dated? Guidelines	2	X			0	No files Uploaded Files
1.5	Is visibly posted in the workplace and/or made readily available to all workplace parties. Guidelines	3		X OR X		0	
1.6	Is communicated to workplace parties? Guidelines	3			X	0	
Total points possible / awarded		18				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 & its scoring

For Recertification Audits, All questions that require supporting documentation **MUST** have a file uploaded (except Section 1).

Click [Files](#) to upload documents to the required questions or the entire section (PDF's preferred)

Click "Choose Files" & click "close" once complete.

The "Points Awarded" section will be automatically calculated & will also update on the progress bar.

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).

CSAM Dashboard

- Company Info Sheet
- Site Location(s)
- Auditor & Training
- Audit 64% Min: 80%
 - 18/18, 1. Safety and Health Po...
 - 45/45, 2. Hazard Assessment, ...
 - 12/12, 3. Safe Work Practices
 - 21/21, 4. Safe Job Procedures
 - 15/15, 5. Company Safety Rules
 - 22/22, 6. Personal Protective E...
 - 17/17, 7. Preventative Mainte...
 - 46/46, 8. Training and Commu...
 - 30/30, 9. Inspections
 - 30/30, 10. Incident Investigati...
 - 0/30, 11. Emergency Prepare...
 - 0/22, 12. Statistics, Records a...
 - 0/10, 13. Legislation
 - 0/22, 14. Procurement and C...
 - 0/60, 15. Manitoba Suppleme...
- Executive Summary
- Corrective Action Plan
- Review & Submit

The progress bar will update with your score as soon as you save a section.

It will also indicate if a section is incomplete (including if a document is not uploaded where documentation points are given for Recertification Audits.)

Once all 15 sections are complete & meet the minimum requirements, you can progress to the Executive Summary.

CSAM Dashboard > Maintenance Audit # > Executive Summary Sheet Hello Logout

Audit Executive Summary Sheet

Company: _____ Audit Completion Date: _____
Name of Auditor: _____

Section #	Section Name	Possible Score	Actual Score	Minimum Standard	Minimum Standard Achieved
1	Safety and Health Policy	18	18	9	YES
2	Hazard Assessment, Analysis and Control	45	45	23	YES
3	Safe Work Practices	12	12	6	YES
4	Safe Job Procedures	21	21	11	YES
5	Company Safety Rules	15	15	8	YES
6	Personal Protective Equipment	22	22	11	YES
7	Preventative Maintenance Program	17	17	9	YES
8	Training and Communication	46	46	23	YES
9	Inspections	30	30	15	YES
10	Incident Investigation and Reporting	30	30	15	YES
11	Emergency Preparedness	30	30	15	YES
12	Statistics, Records and Documentation	22	22	11	YES
13	Legislation	10	10	5	YES
14	Procurement and Contractor Management	22	22	11	YES
15	Manitoba Supplement	60	60	30	YES
Total:		400	400	320	YES

Minimum standard **80%** overall and **50%** each Section
Current Score: **100%**
Current Score: **400**
Standard Achieved: **YES**

Enter Full Name _____
Director Management/Company Officer

Enter Full Name _____
Auditor

Enter Full Name _____
Worker Safety Rep/Committee Co-Chair

Save Signatures

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: _____

Date _____

Save Auditor Executive Summary Report

Fill in the required signatures & scroll down to fill in the Auditor Executive Summary Report. Click Save Signatures to continue.

Fill in the required information and click "save auditor executive summary report."

Once your Executive Summary is complete, you can move to the Corrective Action Plan.

CSAM Dashboard > Audit > Corrective Action Plan

Company Info Sheet
Site Location(s)
Auditor & Training
Audit 100%
Executive Summary
Corrective Action Plan
Review & Submit

Corrective Action Plan

Audit Reference #	Recommendation	Assigned To	Target Completion Date	Date Completed
There are no Action Plans, add one to see them here.				

Add Plan Save

Corrective Action Plan Documents

No files Uploaded

Manage/Upload Documents

Click the “Add Plan” button and complete all fields **OR** Click “Manage/Upload Document” to upload a document.
Once you have entered all corrective actions or uploaded the appropriate document(s), click “Save”. Then you will be able to Review & Submit your audit.

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 download your audit by clicking “Download Files” & “Download PDF” button.

CSAM Dashboard > Audit > Summary

Company Info Sheet
Site Location(s)
Auditor & Training
Audit 100%
Executive Summary
Corrective Action Plan
Review & Submit

Submit Download Files Download PDF

Audit Instrument

AUDIT COMPLETION DATE:	
COMPANY:	
DATE SUBMITTED:	
TYPE OF AUDIT:	

Audit Information Sheet

When you click “Download files” you will download a zip folder that will include all of the documents you uploaded. They will be saved including the section & question number they were uploaded under. This will also include any documents you uploaded to your Corrective Action Plan.

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 the following message:

The screenshot shows the CSAM dashboard interface. At the top, there is a navigation bar with the CSAM logo and the path "Dashboard > Audit: > Summary". On the left, a sidebar contains a list of menu items: "Company Info Sheet", "Site Location(s)", "Auditor & Training", "Audit 82%", "Executive Summary", "Corrective Action Plan", and "Review & Submit". The main content area features a green notification box with the text "You have submitted your audit for review. Please complete a Safety Culture Assessment Survey:" followed by a blue "Begin Now" button. Below this, there are two buttons: "Download Files" and "Download PDF". A large orange banner reads "Audit Instrument". At the bottom right, there is a yellow table with two rows: "AUDIT COMPLETION DATE:" and "COMPANY:". A red box highlights the "Begin Now" button, and a red callout box points to it with the text "Click 'Begin Now' to complete your Safety of Culture Assessment."

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

You will still need to complete a Safety of Culture Assessment for your company. Click “Begin Now” to complete the electronic form.

Please note: 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).