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.

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

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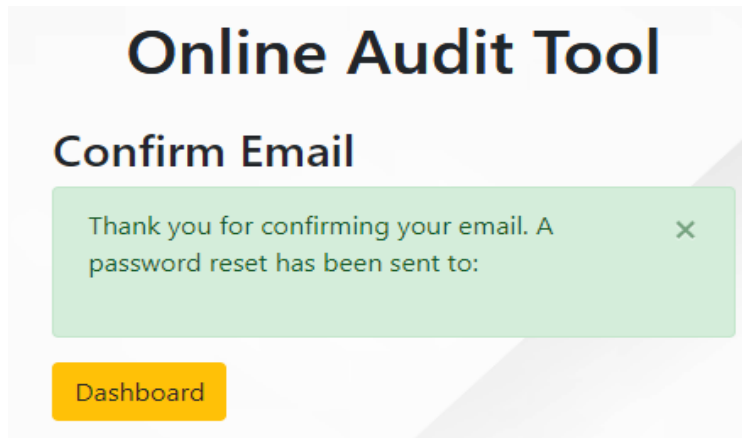
Once you click "confirm" in the email, your browser will open a new tab & you should see the following message:

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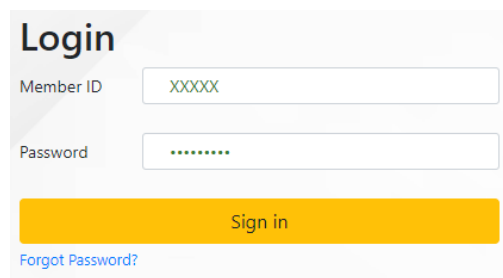
You will now be in the Dashboard. This is where you can create an audit & view any that you have created. Your new audit will either show "started" or "in progress" depending how far along you are in the audit process.

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

Click Save & Continue

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

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.

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.

The progress bar will update as you completed sections.

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

NOTE: If you are a NEW Registered Auditor, click 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

Annotations around the first screenshot:

Click on the ✗ 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)

File Manager

\# View Format Download Delete
This question has no files

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

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

Screenshot table:

#	Name	Score Weighting	Technique Employed			Points Awarded	Supporting Documents
	1. Safety and Health Policy		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	

Save   1 of 15   Next

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).

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.

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

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
Senior Management/Company Officer

Enter Full Name
Auditor

Enter Full Name
Worker Safety Rep/Committee Co-Chair

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

[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:

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

Date

[Save Auditor Executive Summary Report]

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

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.

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:

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).