



## CP COMMITTEE DECISIONS

In response to COVID-19 and the state of public health emergency, Partnerships in Injury Reduction has facilitated regular meetings with the Certifying Partner group to address program impact and propose temporary measures. The solutions are interim and proposed from March 19 – December 31, 2020. The following table summarizes decisions made by this committee and the measures AMTA (*highlighted in orange*) is taking to implement them:

MEETING DATE	DECISION
03-17-20	<p>The three OHS Prevention Initiative Working Group meetings (Musculoskeletal Disorders, Psychosocial Hazards, and Slips/Trips/Falls) will be postponed until further notice.</p> <ul style="list-style-type: none"> <li>▪ Department staff assigned to this project will continue to work on the deliverables, as requested, by the Strategic Steering Committee (SSC). Future meetings will be assessed as the conditions change.</li> </ul>
Meetings discontinued, until further notice. No immediate impact anticipated.	
03-17-20	<p>The meetings for the three COR Working Groups (Risk Based and Scalable Audit Instrument, COR Harmonization, and Auditor Training and Certification Standardization), that were scheduled for March 17 &amp; 18, 2020, have been postponed until further notice.</p> <ul style="list-style-type: none"> <li>▪ Department staff assigned to this project will continue to work on the deliverables. Future meetings will be assessed as the conditions change.</li> </ul>
Meetings discontinued, until further notice. No immediate impact anticipated.	
03-17-20	<p>To limit the face-to-face contact and site visits that the On-Site Audit Reviews (OSAR) process requires, OSAR will be suspended until further notice.</p>
Board of Directors and members notified. No CP impact is anticipated.	
03-17-20	<p>Effective March 17, 2020, only ‘documentation-only’ audits will be accepted for COR certification, maintenance or re-certification purposes.</p> <ul style="list-style-type: none"> <li>▪ Auditors are encouraged to conduct these ‘documentation-only’ audits remotely, and CP permission to conduct ‘documentation-only’ audits is not required.</li> <li>▪ All approved regular audit instruments will continue to be used, and interview and observation questions must be scored as “non-applicable.”</li> <li>▪ The passing score for ‘documentation-only’ audits will be 80 percent overall (element scores will not be counted), and will result in a one-year COR.</li> </ul>





	<ul style="list-style-type: none"> <li>▪ The passing score for ‘documentation-only maintenance’ audits will be 60 percent overall (element scores will not be counted) and will be accepted for COR maintenance purposes in 2020.</li> <li>▪ Limited scope audits will be completed using only documentation questions for the rest of 2020.</li> <li>▪ A new audit template for CORRS entry has been created called “1-year COVID-19,” which makes provision only for overall score entry.</li> <li>▪ Regular COR audits will not be offered from March 17 – December 31, 2020, with a limited exception allowed for audits where all data-gathering was completed prior to March 17, but where the audit report had not been submitted to the CP.</li> </ul>
<p>Implemented as proposed. All AMTA COR audits must be completed within a new AuditSoft application. This tool is approved by Partnerships for use in ‘documentation-only’ audits.</p>	
03-17-20	<p>The deadline for employers to submit Action Plans to their CP for 2020 COR maintenance will be extended to May 31, 2020.</p>
<p>Implemented as proposed. No CP impact is anticipated.</p>	
03-17-20	<p>Effective March 17, 2020, CPs may use staff auditors to conduct ‘documentation-only certification’ audits for employers who, in their most recent COR cycle, were certified through the peer audit process.</p> <ul style="list-style-type: none"> <li>▪ CP staff may conduct maintenance audits for members (whether certified through the peer or the consultant process) as outlined currently in Partnership Standard 6.8.</li> <li>▪ CP staff conducting audits must be COR certified auditors.</li> <li>▪ Audits completed for certification must be reviewed by an external audit reviewer.</li> </ul>
<p>AMTA is currently evaluating the use of staff auditors to conduct emergency audits for maintenance purposes only. Minimal CP impact anticipated as resources are directed to building capacity.</p>	
03-17-20	<p>New rules will be implemented for certified auditors effective March 17 – December 31, 2020:</p> <ul style="list-style-type: none"> <li>▪ All existing auditor certifications that were set to expire during this period may be extended to December 31, 2020.</li> <li>▪ In-person auditor refresher training will be temporarily discontinued, and refresher training will be conducted through live webinars or other remote means. All CPs are encouraged to make training available in these alternate formats as soon as possible.</li> <li>▪ The number of audits required to qualify for auditor re-certification will be reduced from two to one audit, during this period.</li> </ul>
<p>AMTA adapted its course offerings to an instructor led, distance-learning delivery model. Auditor’s may request an extension to their certifications, delaying expiration until January 1, 2021. Requests for certification extensions must be submitted to <a href="mailto:cor@amta.ca">cor@amta.ca</a> prior to October 1, 2020.</p>	





03-17-20	<p>All auditor candidates (as of March 17, 2020) will be granted an extension period to complete their qualification audits until December 31, 2020.</p> <ul style="list-style-type: none"> <li>As the audits until December 31, 2020 will be 'documentation-only,' the successful candidates will be certified only to conduct 'documentation-only' audits.</li> <li>Auditors who receive limited certification under this process will have to conduct a new, regular, qualification audit to qualify for full auditor certification.</li> </ul>
<p>AMTA adapted its course offerings to an instructor led, distance-learning delivery model. New AMTA COR auditors are required to submit a full (DIO) audit within the first 90 days of 2021 to retain their certification following the conclusion of temporary COVID-19 measures. Minimal CP impact anticipated. Students will need to plan accordingly to accommodate.</p>	
03-17-20	<p>JHSC training-those CPs that offer this training through a classroom-based format are permitted and encouraged to offer the same training course through a live webinar format.</p>
<p>AMTA offers Joint Worksite Health and Safety Committee / Health and Safety Representative (HSC/HSR) training, online. No CP impact anticipated.</p>	
03-23-20	<p>WCB will accept the 'documentation-only' audits for 2020 PIR refund purposes.</p>
<p>PIR rebates are being issued on schedule. No CP action or impact anticipated.</p>	
03-23-20	<p>CPs may use staff auditors to conduct 'documentation-only' certification and re-certification audits during the pandemic.</p>
<p>AMTA is preparing to offer auditing services for the purpose of completion of maintenance audits only. This service is anticipated to become available by June 1, 2020 and will continue until further notice. Contact <a href="mailto:cor@amta.ca">cor@amta.ca</a> for more information.</p>	
03-23-20	<p>During the pandemic, 'documentation-only' audits conducted by CP staff may be reviewed by a CP staff reviewer. Review by an external auditor will not be mandatory.</p>
<p>AMTA staff completing maintenance audits on members will not be permitted to have any involvement in the QA review process in an effort to limit opportunities for conflict of interest.</p>	
03-23-20	<p>Partnerships will grant authority to CPs to grant a three-month (90 day) extension of the COR expiry date to employers with a COR expiry date from March 17 – June 30, 2020. The steps will be:</p> <ul style="list-style-type: none"> <li>Partnerships will forward a list to each CP of their member COR holders eligible for an extension by March 27, 2020.</li> <li>CPs will advise Partnerships of any COR holders who have been granted an extension.</li> <li>Partnerships will post a list on the GoA website of the COR holders with an extension, complete with the new COR expiry date. Partnerships will update the list, as required.</li> <li>The need for additional extensions will be evaluated on an on-going basis.</li> </ul>
<p>Implemented as proposed. Extensions will shift QA workload to later date and increase audit close-times proportionally. Requests for any other extensions must be sent to <a href="mailto:cor@amta.ca">cor@amta.ca</a>.</p>	





03-23-20	For auditors with current certification, expiry dates may be extended to the end of December 31, 2020, at the discretion of the CP.
Requests for current auditor certification extensions must be submitted to <a href="mailto:cor@amta.ca">cor@amta.ca</a> .	
03-23-20	For situations where an auditor’s certification has expired prior to March 17, 2020, due to cancellation of a CP Auditor Refresher Training necessitated by the pandemic, please submit the details of the extension request to your assigned Partnerships Consultant (PC).
Requests for auditor certification extensions must be sent to <a href="mailto:cor@amta.ca">cor@amta.ca</a> .	
03-23-20	New auditor classroom training will be discontinued until further notice. Auditor training must switch to instructor-led, live, webinars until the pandemic is over.
All new auditor training is currently available in an instructor-led distance learning model. No further modification required to implement this decision. No CP impact anticipated.	
03-23-20	<p>Audits that were in-progress and substantially complete prior to March 17, 2020 (e.g. where only a small number of interviews are left to complete) may still be eligible for a three-year COR based on individual approval from Partnerships. These requests must include and explanation from the auditor outlining how they will safely complete the audit while observing the pandemic restrictions imposed by the Chief Provincial Medical Officer and other government officials.</p> <ul style="list-style-type: none"> <li>▪ Audits completed in these circumstances may need an extension to the data-gathering period, which can also be submitted to Partnerships for approval, in the same request.</li> <li>▪ Requests are to be submitted via your assigned PC.</li> <li>▪ Note: this provision cannot be applied to audits started on or after March 17, 2020, as these audits must be conducted by ‘documentation-only.’</li> </ul>
Requests for extensions must be submitted to <a href="mailto:cor@amta.ca">cor@amta.ca</a> . Requests are subject to Partnerships approvals.	
03-23-20	For large audits that require an extension to the standard 45-day data-gathering period (for up to another 45 days), follow the current requirement and submit a request to Partnership in the event an extension is needed (via your PC). The standard already allows this.
AMTA may grant an extension, based on the circumstances. Contact <a href="mailto:cor@amta.ca">cor@amta.ca</a> for more information.	
03-23-20	For limited scope audits exceeding the 135-day timeframe, submit a request to Partnerships if an extension is needed (via your PC). Please document the rationale for the extension.
AMTA may grant an extension, based on the circumstances. Contact <a href="mailto:cor@amta.ca">cor@amta.ca</a> for more information.	
03-23-20	Decisions made will be re-visited on an on-going basis as the pandemic situation evolves.
No action required. Further updates will reflect in this decision log.	
03-30-20	New employers seeking SECOR certification must continue to meet the mandatory training requirements to qualify for SECOR.





No action required.	
03-30-20	Employers with active SECORs will be excluded from the requirement to maintain a SECOR trained employee on staff during the pandemic. This exemption will be extended to the end of December 31, 2020.
AMTA will recognize this exemption. Minimal impact to CP anticipated.	
03-30-20	The minimum requirement for a one-year 'documentation-only' certification or maintenance audit will be three months of documentation.
Implemented as proposed. No CP impact anticipated at this time.	
03-30-20	During the pandemic, all SECORs will be conducted based on documentation only. Consultant auditors will either "n/a" the interview and observation questions or use the assessor SECOR instrument (if that is offered by the CP). All SECORs will be eligible for three-year CORs.
Implemented as proposed. AMTA will continue to use Partnership's SECOR instrument. AMTA to notify Consultant Auditors of adjustments to SECOR process.	
04-06-20	During the pandemic, the requirement will be waived to maintain a SECOR trained employee on staff for current SECOR holders and SECOR holders who are re-certifying. This exemption will be extended to the end of December 31, 2020.
AMTA will recognize this exemption. Minimal impact to CPs is anticipated.	
04-06-20	<p>For 2020, auditor candidates will be required to:</p> <ul style="list-style-type: none"> <li>▪ Complete auditor training (covering all required content)</li> <li>▪ Pass the full auditor exam (covering all required content)</li> <li>▪ Successfully complete a documentation only audit for limited auditor certification (i.e. restricted to documentation-only audits)</li> <li>▪ In 2021, auditors holding limited auditor certification must successfully complete a second qualifying audit with the regular audit using all three audit techniques to qualify for full auditor certification</li> <li>▪ CPs will monitor their auditors with limited auditor certification, and ensure that in 2021, auditors upgrade this to full auditor certification, or lose their auditor status.</li> </ul>
<p>AMTA will follow CP committee requirements regarding COR auditor candidates:</p> <ul style="list-style-type: none"> <li>- For 2020, AMTA COR auditor candidates are required to complete AMTA's auditor training, pass the auditor exam, and successfully complete AMTA's documentation-only audit for limited, AMTA auditor certification.</li> <li>- In 2021 new AMTA COR auditors are required to submit a full (DIO) audit within the first 90 days of 2021 to retain their certification following the conclusion of temporary COVID-19 measures.</li> </ul> <p>AMTA will implement a process to ensure that compliant auditors are upgraded to full AMTA auditor certification.</p>	
04-06-20	The standards do not restrict the practice of a maintenance audit, that is completed by an external auditor, being re-processed as a certification audit for a new COR. However, CPs should note that external audits





	which were originally done for maintenance, must meet the COR certification scoring requirements, including an overall score of at least 80% and at least 50% in each element.
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AMTA will send a letter to the companies (which met the COR certification scoring requirements) laying out a proposal to convert audits for maintenance to recertification.

Revision Table:

Revision Number	Effective Date	Responsible	Description of Change
001	03/22/2020	Brittany James	Document Creation
002	03/27/2020	Brittany James	New Decisions Added
003	04/4/2020	Brittany James	New Decisions Added
004	04/05/2020	Agnes Rozanska	AMTA Actions Added
005	05/07/2020	Brittany James	New Decisions Added
006	05/08/2020	Agnes Rozanska	AMTA Actions Added
007	05/08/2020	Brittany James	General Editing

