Alberta Motor Transport Association

2021 SAFE AUDITING GUIDELINES FOR AUDITORS AND EMPLOYERS

In response to the COVID-19 pandemic, the Alberta "Safe Auditing Guidelines" have been developed. At the employer's discretion, audits may include interviews, conducted remotely, and if feasible, remote observation tours. This minimum standard may be exceeded on an individual basis if the auditor and employer agree that on-site interviews and/or observation tours can be conducted safely. Should the employer choose to go forward with on-site audit activities, they are required to develop a COVID-19 Guideline for Auditors that outlines steps they have put in place to reduce the risk of COVID-19 transmission when having an audit conducted at their worksite.

Step 1: Assess the risks at your workplace

The first step in developing an effective COVID-19 Guideline is to assess the risks at your workplace.

This includes doing a walk-through to identify areas where there may be a risk of COVID-19 transmission, either through close physical proximity or through contaminated surfaces.

Some excellent tips for employers and auditors in preparing for an audit can be found here.

Step 2: Implement protocols to reduce the risks

Ensure you are in compliance with the public health measures which are in effect to protect the health system and slow the spread of COVID-19.

Albertans must continue following existing public health measures to keep everyone safe:

- *Follow the recommended social distancing and masking measures*

- *Practice good hygiene: wash your hands often and cover coughs and sneezes*

- *Monitor your symptoms every day*

In addition, keep up to date on general and specific workplace guidance documents for businesses to reopen and resume operations safely. Additional guidance on the enhanced measures, including who and how they apply to different businesses and entities can be found here.

Step 3: Develop policies

Develop the necessary policies to manage your workplace, including policies around who can be at the workplace, how to address illness that arises at the workplace, and how workers and visitors can be kept safe in adjusted working conditions.

Step 4: Develop communication plans and training

You must ensure that everyone entering the workplace, including workers from other employers and visitors, knows how to keep themselves safe while at your workplace.

Step 5: Monitor your workplace and update your plans as necessary

Things may change as your business operates.   If you identify a new area of concern, take steps to update your policies and procedures.

Step 6: Assess and address risks from resuming operations

If your workplace has not been operating for a period of time during the COVID-19 pandemic, you may need to manage risks arising from restarting your business.