COR PATHWAY 360

COR 2020 Audit Readiness Checklist

A self audit against the fourteen COR 2020 elements, before the external audit

Work through this with your own documents open in front of you. For every line the question is not whether you have a policy that mentions the thing. It is whether you can put your hand on the evidence inside about a minute, and whether that evidence covers the full audit period rather than the last three weeks. Mark anything you cannot produce. That list is your work plan.

Check this yourself. This checklist follows the fourteen element structure of the IHSA COR 2020 audit tool used in Ontario. The element names and their order are the auditor's; the guidance under each is ours and is a starting point, not a substitute. Check the current COR 2020 audit tool for the year of your audit and map each line to it.

Before you start

Company ____________________

Reviewed by ____________________

Certifying partner ____________________

Date of this review ____________________

Audit period covered (from and to) ____________________

Scheduled external audit date, if known ____________________

1. Health and safety policy and document and record control

Done	Check	Evidence to have ready
☐	A current health and safety policy exists, signed and dated by the most senior person in the company.	Signed policy, dated inside the audit period
☐	The policy is reviewed on your stated cycle, and the review is recorded.	Review record or revision history
☐	Responsibilities are written down for every level, from senior management to workers and contractors.	Roles and responsibilities document
☐	Documents are version controlled, so the copy in the field is the current one and old versions are withdrawn.	Document or revision control list
☐	Records are kept for the required retention and can be produced across the full audit period.	Records sampled across the whole period

2. Hazard assessment, analysis and control

Done	Check	Evidence to have ready
☐	Formal hazard assessments exist for the tasks your company actually performs, not generic ones from a binder you bought.	Formal assessments naming your tasks
☐	Each assessment shows who took part, including workers who do the job.	Participant names on the assessment
☐	Assessments are reviewed on a schedule and after any significant change, and the reviews are dated.	Review dates and revision history
☐	Hazards are rated a consistent way, and the method is written down where a worker can find it.	Risk rating method
☐	Field level hazard assessments are done before work starts, on the day, for the conditions.	Completed field level cards across the period
☐	New and young workers, and workers on unfamiliar tasks, are covered specifically.	Assessment or orientation records

3. Controls

Done	Check	Evidence to have ready
☐	Controls follow the hierarchy: eliminate, substitute, engineer, administer, then personal protective equipment. Personal protective equipment is not the first answer on every line.	Controls recorded on assessments
☐	Safe work practices and procedures exist for the higher risk tasks your crews perform.	Written practices and procedures
☐	Workers can find the procedure for their task without asking the office.	Interview answers, and how documents are distributed
☐	Where a control failed, there is a record of what changed as a result.	Revised assessment or procedure

4. Procurement and contractor management

Done	Check	Evidence to have ready
☐	Equipment, materials and services are assessed for hazards before they are bought or brought on site.	Purchasing or pre use review records
☐	Contractors and subcontractors are prequalified for safety before they start.	Prequalification records for the audit period
☐	On a multi employer project it is written down who the constructor or controlling employer is and who is responsible for what.	Written arrangement or designation
☐	Contractor safety performance is monitored while they are on site, not just checked at the gate.	Monitoring records naming the contractor

5. Company rules

Done	Check	Evidence to have ready
☐	Written company health and safety rules exist and are given to every worker.	The rules, and how they are distributed
☐	Workers acknowledge the rules, and the acknowledgement is on file.	Signed acknowledgements
☐	The consequences for breaking a rule are stated and applied consistently.	Enforcement or progressive discipline records
☐	The rules are reviewed and kept current with the work and the law.	Review record

6. Personal protective equipment

Done	Check	Evidence to have ready
☐	Personal protective equipment requirements are specified by task, not left to the worker to guess.	Requirements by task
☐	Workers are trained on the use, care and limitations of the equipment they use.	Training records
☐	Equipment is inspected, maintained and replaced, and there is a record.	Inspection and replacement records

7. Preventative maintenance

Done	Check	Evidence to have ready
☐	There is a preventative maintenance schedule for the equipment and vehicles you rely on.	Maintenance schedule and completed records
☐	Operators complete pre use inspections, and the records show it.	Pre use inspection records
☐	Defects are reported, tracked and repaired, and equipment is taken out of service when needed.	Defect and repair records

8. Training and communication

Done	Check	Evidence to have ready
☐	Every worker has a documented orientation before starting work, specific rather than a signature on a generic page.	Signed orientation records
☐	Site specific orientation happens when a worker moves to a new site.	Site orientation records
☐	A training matrix shows what each role requires and who currently holds it.	Training matrix
☐	Certificates and tickets are on file, and none of the ones in use are expired.	Certificate files with expiry dates
☐	Competency is verified, not assumed. Somebody watched the worker do the task and recorded it.	Competency assessment records
☐	Health and safety is communicated both ways, through meetings, toolbox talks and the committee or representative.	Meeting minutes and toolbox talk records

9. Workplace inspections

Done	Check	Evidence to have ready
☐	Workplace inspections happen on a stated frequency, and the records show the frequency was met.	Inspection reports across the period
☐	Inspections are done by the people your program says will do them, including the committee or representative where required.	Names on inspection reports
☐	Deficiencies found are assigned to a person with a due date.	Inspection reports showing assignment
☐	Deficiencies are closed out, and the closure is verified rather than assumed.	Closed items with a verification signature and date

10. Investigations and reporting

Done	Check	Evidence to have ready
☐	All incidents and near misses are reported, and workers know reporting a near miss is expected rather than punished.	Incident and near miss reports, plus interview answers
☐	Investigations look for contributing factors beyond worker error.	Investigation reports showing contributing factors
☐	Corrective actions are assigned, dated and closed.	Corrective action records
☐	Findings are communicated back to the crews, not filed.	Toolbox talk or meeting minutes referencing the incident
☐	Your reporting obligations to the Ministry and to the committee are written down and understood.	Written procedure naming who reports what to whom

11. Emergency preparedness

Done	Check	Evidence to have ready
☐	Emergency response plans exist for the sites and the work you actually do, including remote and lone work.	Site specific emergency plans
☐	Emergency contacts and site access directions are current and posted where a crew can reach them.	Posted plan, current contact list
☐	Drills or exercises have been run and recorded.	Drill records with date and participants
☐	First aid coverage matches your crew size and the distance to help, as the regulation requires.	First aid certificates and coverage assessment

12. Statistics and records

Done	Check	Evidence to have ready
☐	Health and safety statistics are tracked and reviewed by management, and somebody can explain what the numbers changed.	Statistics and management review records
☐	Records cover the full audit period with no unexplained gaps.	Records sampled across the whole period
☐	Trends in the numbers lead to action, not just a chart on a wall.	An action traceable back to a statistic

13. Legislation and other requirements

Done	Check	Evidence to have ready
☐	There is a way to identify the legislation that applies to your work and to keep it current.	Legal requirements list or register
☐	The current Act and the regulations that apply are available to workers.	Where and how they are provided
☐	Changes in the law are tracked and acted on.	Record of a legislative change and what you did about it

14. Management review and management of change

Done	Check	Evidence to have ready
☐	Management reviews the whole safety system at least once a year, with findings and an action plan.	Management review record
☐	There is a process to assess hazards when something changes: new equipment, process, site, material or people.	Management of change records
☐	Hazard assessment and controls are applied to the change before the work proceeds.	Assessment tied to the change

The questions that catch people out

- Pick a random worker and a random week. Can you produce that worker's field level hazard assessment for that week?
- Pick your most recent incident. Can you show the corrective action, who did it, when it closed, and how somebody verified it worked?
- Pick a certificate that expired during the audit period. Can you show what happened when it expired?
- Ask a supervisor to describe the work refusal process without looking it up.
- Point at the subcontractor on site today. Can you produce their safety prequalification, dated before they started?
- Show the last management of change: something changed, and here is the hazard assessment you did because of it.

Your gap list

Gap found	Element	Who owns it	Due date	Done

Review sign off

Completed by

Reviewed by management

Date

Date