HSE ADVISOR CANADA

CRSP Certified | COR & ISO 45001 Lead Auditors
info@hseadvisor.ca · hseadvisor.ca

COR READINESS CHECKLIST

Certificate of Recognition — Pre-Audit Self-Assessment

Use this checklist to assess your safety program before a COR internal or external audit. Check each item your organization has **fully implemented and documented**. A score of **28+ out of 32** indicates audit readiness.

1 MANAGEMENT LEADERSHIP & COMMITMENT

- [ ] OH&S policy is current, signed by top management, and posted
- [ ] Safety roles and responsibilities are documented for all positions
- [ ] Management actively participates in inspections, investigations, and meetings
- [ ] Safety objectives are set, measured, and reviewed by leadership

2 HAZARD IDENTIFICATION & ASSESSMENT

- [ ] Formal hazard identification process covers all tasks and work areas
- [ ] Job Hazard Analyses (JHAs) are completed for high-risk tasks
- [ ] Workers are involved in identifying and reporting hazards
- [ ] Hazard assessments are updated when conditions or tasks change

3 HAZARD CONTROLS

- [ ] Hierarchy of controls is applied and documented for identified hazards
- [ ] Safe work procedures (SWPs) exist for all hazardous tasks
- [ ] Workers understand and follow established controls and SWPs
- [ ] Control effectiveness is monitored and updated as needed

4 WORKPLACE INSPECTIONS

- [ ] Formal inspection schedule is established (minimum monthly)
- [ ] Inspection reports are completed, signed, and retained on file
- [ ] Deficiencies are assigned corrective actions with due dates
- [ ] Corrective actions are tracked and verified as closed

5 QUALIFICATIONS, ORIENTATION & TRAINING

- [ ] New worker orientation is documented and consistently delivered
- [ ] Training records are maintained for all workers
- [ ] Workers are competency-verified for safety-critical tasks
- [ ] Training matrix is reviewed annually and kept current

6 EMERGENCY RESPONSE

- [ ] Written Emergency Response Plan (ERP) is current and accessible
- [ ] Emergency drills are conducted and documented (minimum annually)
- [ ] Emergency contacts and procedures are posted at all work areas
- [ ] Workers are trained on ERP roles and responsibilities

7 INCIDENT REPORTING & INVESTIGATION

- [ ] Reporting procedure covers all incident types (near miss, first aid, LTI)
- [ ] Investigations are completed with documented root cause analysis
- [ ] Corrective actions from investigations are tracked to closure
- [ ] Incident trends are reviewed regularly by management

8 PROGRAM ADMINISTRATION

- [ ] OH&S Committee or Worker Safety Representative is established
- [ ] Meeting minutes are recorded and distributed to workers
- [ ] OH&S program is formally reviewed and updated annually
- [ ] COR documentation package is organized and audit-ready

YOUR READINESS SCORE

Total checks: ___ / 32

- ✔ 28–32 Audit Ready
- ⚑ 20–27 Minor Gaps
- ✖ < 20 Needs Work

Provincial COR programs typically require 80%+ to pass (≈ 26+).