

	Title	Annual Safety System Evaluation	Section	Policies	Author	K.G.
	Category	Health, Safety, Environment	Policy #	9.2	Revised	05 Jan 2026

1. Policy Statement

We don't just set standards; we measure them.

Artistic Stairs is committed to the continuous improvement of our Health & Safety Management System (HSMS). We will evaluate our program annually through formal audits to identify gaps and develop specific action plans to ensure our safety performance gets better every year.

2. Purpose & Scope

- **Purpose:** To establish a system for the annual evaluation of the HSMS and the development of corrective action plans in compliance with the *Certificate of Recognition (COR)* standards and *Alberta OHS Act*.
 - **Scope:** Applies to the entire Company operations. The evaluation covers all 10 elements of the safety program.
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3. Roles & Responsibilities

- **Management:**
 - Coordinate the annual internal or external audit.
 - Review audit findings and develop a written Corrective Action Plan.
 - Allocate resources (budget, time) to implement the action plan.
 - Communicate the audit results to all employees.
 - **Supervisors:**
 - Assist in the audit process (e.g., facilitate site visits for the auditor).
 - Implement the specific action items assigned to their sites (e.g., "Fix the guardrail issue identified in the audit").
 - **Workers:**
 - Participate in audit interviews honestly and openly.
 - Provide suggestions for system improvement.
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4. Procedures & Standards

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1) Annual Audit Requirement

- The Health & Safety Program must be audited Annually (every 12 months) using an approved audit instrument (e.g., ACSA or AASP COR Audit).
- **Internal Audit:** Conducted by a certified employee in maintenance years.
- **External Audit:** Conducted by a third-party auditor every 3 years for COR Re-Certification.

2) Developing the Action Plan

- Once the audit is complete, Management must review the "Strengths and Deficiencies" identified in the report.
- A written **Action Plan** must be created to address the deficiencies.
- **Mandatory Action Plan Fields:** To meet standards, every item in the plan must have:
 1. **Deficiency:** What was wrong? (e.g., "FLHAs are not being signed").
 2. **Corrective Action:** What will we do? (e.g., "Retrain supervisors on FLHA review").
 3. **Person Responsible:** Who will do it? (Specific name or role).
 4. **Target Date:** When will it be done? (e.g., "June 30").
 5. **Completion Date:** Date verified closed.

3) Communication of Results

- The results of the audit (score and key findings) must be communicated to all employees.
- **Methods:**
 - o Posting the Executive Summary on the Safety Board.
 - o Reviewing the results at a General Safety Meeting / Town Hall.
 - o Distributing a memo or email to all staff.

4) Implementation & Follow-Up

- Creating the plan is not enough; it must be worked.
 - Management will review the Action Plan Quarterly to verify that items are being completed on time.
 - Completed items must be signed off to provide evidence for next year's audit (Question 10.6).
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5. References & Legislation

- **Alberta OHS Act:** Section 3 (General Duty - imply continuous improvement)
- **Related Forms:**
 - o Annual Audit Action Plan Template
 - o Audit Results Meeting Minutes