Auditing Association of Canada
L'Association canadienne de vérification

Body of Skills And Knowledge For Certified Health and Safety Management System Auditors (CHSMSA)

The Body of Skills and Knowledge (BOSK) fulfils four important requirements for the professional practice of Health and Safety management system auditing. Firstly, it summarizes the skills and knowledge expected of Certified Health and Safety Management System Auditors (CHSMSA). Secondly, as it defines the scope of skills and knowledge an individual candidate requires, it serves as a broad study guide. Thirdly, and related to the second requirement, it provides a framework of subject matter content for the development of curricula for training courses to assist individuals in acquiring the necessary skills and knowledge. (The Body of Skills and Knowledge is not in itself the curriculum for any education program or training course). Lastly, it represents the basis for AAC's examination process – an essential element of the certification program for Health and Safety Management System Auditors. The Body of Skills and Knowledge, therefore, has a direct relationship with the Qualification Criteria established by AAC for the certification of Health and Safety Management System Auditors.

The Body of Skills and Knowledge has four broad components. They are:

1. Health and Safety Auditing
2. Health and Safety Management Systems, Standards and Practices
3. Health and Safety Hazards, Risks and Technology
4. Health and Safety Legislation, Regulations and Other Requirements

AAC requires all Certified Health and Safety Management System Auditors to be able to demonstrate an appropriate level of knowledge and skill with respect to the topics in each of these fields.

AAC periodically reviews and updates this Body of Skills and Knowledge in order to maintain its continuing relevance to the expectations placed on Certified Health and Safety Management System Auditors as a result of changes and developments in each of the four components above.

AAC recognizes the work of the British Standards Institute (BSI) in the development of OHSAS 18001, the International Organization for Standardization (ISO), and provincial programs such as Partnerships in Health and Safety Programs (e.g. Alberta and British Columbia) to develop standards and guidelines regarding Health and Safety management systems and Health and Safety management system auditing. These standards and guidelines represent an important element of the growing field of knowledge and practice which define Health and Safety management and auditing. AAC's Body of Skills and Knowledge for Certified Health and Safety Management System Auditors therefore includes a number of references to documents approved, and published, by BSI and ISO, an appropriate knowledge and understanding of which are expected of Certified Health and Safety Management System Auditors.

Relevant documents:

OHSAS18001:2007 - Occupational health and safety management systems - Requirements

ISO 19011:2002 Guidelines for quality and/or environmental management systems auditing

Note: Certified Health and Safety Management System Auditors are expected to have the required knowledge of the most current Health and Safety management system standards and guidelines.

Certified Health and Safety Management System Auditors are required to have an appropriate knowledge of Canadian Occupational Health and Safety acts and regulations, standards, guidelines and information sources that pertain to topics in the Body of Skills and Knowledge, including relevant documents issued by the Canadian Standards Association (CSA) or the American National Standards Institute (ANSI).

Knowledge of standards and guidelines in other countries and jurisdictions may be needed by Canadian Certified Health and Safety Management System Auditors in practice, but are not required in this Body of Skills and Knowledge.

A number of Provincial Health and Safety Certification Programs covering specific industry sectors are currently in place. A CHSMSA is expected to be competent in the specific sector to be able to certify that a management system program meets the specific requirements of that sector's program e.g. a CHSMSA must be competent in their knowledge and experience in the Upstream Oil and Gas sector to certify that management system meets the Certificate of Recognition for that industry sector. This follows from Point B of the AAC Code of Ethics that auditors "be competent, having the required skills, knowledge, and experience to perform the services undertaken."

Maintaining provincial or other national certifications may be considered in the certification and re-certification processes. This could provide evidence of competence for a certain sector or activity, e.g., CRSP and CSSE for Safety, ROH for Occupational Hygiene, etc.

Component 1: Health and Safety Management System Auditing	
1.1	Definitions of Health and Safety Management System Auditing

- Health and Safety audit and Health and Safety management system audit (OHSAS 18001, ISO 19011)
- Other definitions of Health and Safety auditing

1.2	Nature of and differences between types of Health and Safety Management System Auditing, Health and Safety Investigations and Assessments, in particular:

- Health and Safety Management Systems Audits and Assessments
- Health and Safety Compliance Audits and Assessments
- Partial audits / program audits and pre-start Health and Safety reviews
- Other Health and Safety investigations and assessments, and activities sometimes referred to as audits, e.g. contractor audits, risk assessments, job task analysis, job safety analysis
- Hazard identification, hazard and operability studies

1.3	Basic concepts of Health and Safety Management System Auditing

- Driving forces for, and benefits of, conducting the principal types of Health and Safety audits
- Requirements for a Health and Safety audit to be performed (including documentation, resources, auditee co-operation)

1.4	Managing an audit program

- Audit program objectives and extent
- Audit program responsibilities, resources and procedures
- Audit program implementation
- Audit program records
- Audit program monitoring and reviewing

1.5	Principles of auditing

- Ethical conduct
- Fair presentation
- Due professional care
- Independence
- Evidence-based approach

1.6	Relevant definitions of auditing

- Audit
- Audit criteria
- Audit evidence
- Audit findings
- Audit conclusion
- Audit client
- Auditee
- Auditor
- Audit team
- Technical expert
- Audit programme
- Audit plan
- Audit scope
- Competence

1.7	Initiating the audit

- Appointing the audit team leader
- Defining audit objectives, scope and criteria
- Determining the feasibility of the audit
- Selecting the audit team
- Establishing initial contact with the auditee

1.8	Conducting document review

- Reviewing relevant management system documents, including records, and determining their adequacy with respect to audit criteria

1.9	Preparing for the on-site audit activities

- Preparing the audit plan
- Assigning work to the audit team
- Preparing work documents

1.10	Conducting on-site audit activities

- Conducting the opening meeting
- Communication during the audit
- Roles and responsibilities of guides and observers
- Collecting and verifying information
- Generating audit findings
- Preparing audit conclusions
- Conducting the closing meeting

1.11	Preparing, approving and distributing the audit report

- Preparing the audit report
- Approving and distributing the audit report
- Roles and responsibilities of guides and observers

1.12	Characteristics of internal and external auditing

- Factors affecting decisions to use internal and external audit resources
- Design and management of audit programs

1.13	Sources of Health and Safety and other relevant auditing standards and guidelines

- Canadian Standards Association (CSA)
- International Organization for Standardization (ISO)
- ILO (International Labour Organization)
- Professional associations (e.g. IAPA, NIOSH, ACGIH, CCOHS, CRBOH, CSSE, BCRSP)
- Provincial Health and Safety Partnerships (e.g. Alberta, British Columbia) and COR Programs

1.14	Professional ethics in Health and Safety Management System Auditing

- AAC's Code of Ethics
- Distinctions between auditing and consulting services
- Conflict of interest
- Applicability of codes of ethics and professional conduct of other professions
- Degrees of objectivity and independence

1.15	Health and Safety Management System Auditors' personal attributes

- Ethical
- Open-minded
- Diplomatic
- Observant
- Perceptive
- Versatile
- Tenacious
- Decisive
- Self-reliant

1.16	Health and Safety Management System Auditors' skills and knowledge

- Audit principles, procedures and techniques
- Management system and reference documents
- Organizational situations
- Applicable laws, regulations and other requirements relevant to the discipline
- Audit team leaders should have additional knowledge and skills in audit leadership

1.17	Health and Safety Management Systems (H&SMS) registration schemes

- BSI OHSAS 18001 registration . Note: there is currently no international registration body for OHSAS 18001. Some organizations may have their own registration processes.
- Note: While not part of the general CHSMSA BOSK, the CHSMSA must be knowledgeable in the applicable Provincial Certifying Partners' registration schemes for which they perform certificate of recognition audits.

Component 2: Health and Safety Management Systems, Standards and Practices

2.1	Objectives, principles and components of Health and Safety Management Systems (H&SMS), including relevant concepts and definitions

- Nature, purpose and benefits of Health and Safety management systems
- The OHSAS 18001 Health and Safety management system model, its principles and elements
- Relationship of H&SMS to objectives for accident prevention, regulatory compliance, continual improvement, Health and Safety performance, and identification of hazards

2.2	Purpose and elements of OHSAS 18001 standards and guidance documents

- Scope and applicability of OHSAS 18001 and ISO 19011
- Structure of the above documents
- Definitions of continual improvement, Health and Safety risk management, Health and Safety hazards and risks, Health and Safety management system, Health and Safety objective, Health and Safety performance, Health and Safety policy, Health and Safety target, interested party, organization, accident prevention
- Relationships with other Health and Safety management system documents

2.3	Other types of management and operational systems and their relationship with Health and Safety management systems

- Quality Management Systems and ISO 9000
- Environmental management Systems and ISO 14001
- Industry-sector and other codes of practice (e.g. Responsible Care, Partnerships in Health and Safety Programs, International Safety Rating System)
- Integrated Quality, Health, Safety and Environment Management Systems

2.4	Implementing a Health and Safety management system

- Initial Health and Safety review, Health and Safety policy
- Planning - including Health and Safety risks, legal and other requirements
- Implementation and operation, including training, communication, documentation, emergency preparedness and response
- Checking and corrective action, including Health and Safety management system audit
- Management review and continual improvement

2.5	Other Health and Safety management tools and techniques

- Health and Safety performance evaluation and indicators
- Health and Safety risk assessment
- Operational Safety Plans
- Process Safety Management
- Stakeholder/interested parties consultation

Component 3: Health and Safety Hazards, Risks and Technology	
3.1	Definitions of Health and Safety hazard identification and classification

Some key terms:

- Life Cycle Assessment
- Acute and chronic effects (PEL, TWA, TLV)
- Micro/macro impacts
- Risk assessment
- Risk analysis
- Normal, abnormal, dangerous conditions, IDLH
- Routine and non-routine work activities

3.2	Nature of Health and Safety hazards and risks from activities, products and/or services, and methods for identifying and evaluating their significance

- Hazard types, e.g.
  - Physical
  - Chemical
  - Biological
  - Radiation
- Hazard sources, e.g.
  - People
  - Property
  - Production
  - Environment
- Possible effects, e.g.
  - Injury
  - Illness
  - Death

3.3	Monitoring, management and mitigation of Health and Safety hazards

- Technologies and techniques for measuring and monitoring hazards
- Health and Safety performance tracking and evaluation
- Follow-up of results of Health and Safety audits, risk assessments and associated corrective action plans
- Industry benchmarking
- Accident prevention and other mitigation techniques

Component 4: Health and Safety Legislation, Regulations and Other Requirements	
4.1	Legislative and regulatory jurisdictions and agencies, their roles, responsibilities and powers

- Federal
- Provincial

4.2	Major federal and provincial Health and Safety legislation, regulations, guidelines and policies, and their implications for business and Health and Safety Management System Auditors

4.3	Nature and applicability of requirements under major domestic and international Health and Safety agreements and treaties

4.4	Principal elements of the Health and Safety hazards and risks that are the subject of laws and regulations at one or more levels of government

For example:

- Lock-out or zero energy state (ZES)
- Radiation - ionizing and non-ionizing
- Confined spaces
- Ergonomics – muscular skeletal hazards and manual handling hazards, stress and strain
- Lifting equipment
- Mobile equipment
- Biological and chemical hazards and exposure risks (absorption, ingestion, respiration)
- Hazardous substances
- Indoor air quality