

Introduction to Using the BCCSA COR[®] Auditing Document

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How to Use the COR® Audit Tool in Excel – Step-by-Step Instructions

Prefer to learn by video?

Watch this short tutorial:

- [Introduction to Using the BCCSA COR® Auditing Document \[Click Here\]](#)

Before You Begin:

- A foundational understanding of Microsoft Excel is required to use the audit tool effectively.
- You must **use Microsoft Excel** on a **desktop or laptop**.
- **Mobile devices (like iPads or tablets)** will not work with this tool.
- Save your file **often** and save different versions (just in case something goes wrong).
- Make sure you're using:
 - **Windows:** Microsoft Excel 2003 or newer
 - **Mac:** Microsoft Office for Mac 2007 or newer
- Do **not** use programs like Open Office, Apple Numbers or Google Sheets — they are not supported

Download the COR® Audit Tool

1. On your computer, open any internet browser (like Chrome or Edge).
2. Go to <https://bccsa.ca/index.php>
3. At the top of the page, click **Programs**.



4. Scroll through and click **COR® Audit** under the **COR® Program** section.

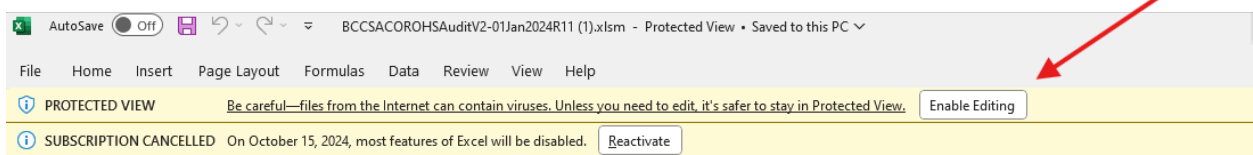


COR® Program

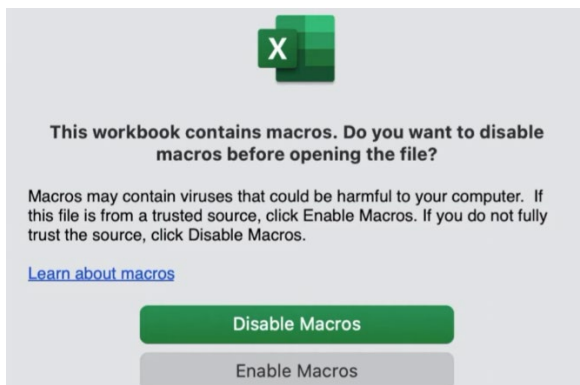
COR® is a voluntary employer certification program intended to motivate employers to take a proactive role in occupational health and safety. COR® certification is issued by WorkSafeBC to an employer who has successfully implemented an effective OHSMS and has passed a certification audit.



5. Scroll down and click on **COR® OHS National Audit Document** to download the tool.
6. Once downloaded, open the file from your **Downloads** folder.
 - If you don't know how to find your downloads:
 - **Mac:** Open Finder → Click "Downloads"
 - **Windows:** Open File Explorer → Click "Downloads"
7. On windows, when the file opens in Excel, click **Enable Editing** (look under the top menu bar).



On Mac, click "Enable Macros" when this window appears:

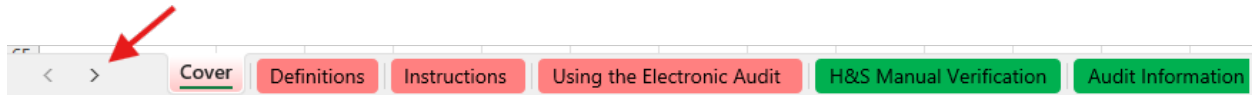


8. The document is now ready to use.

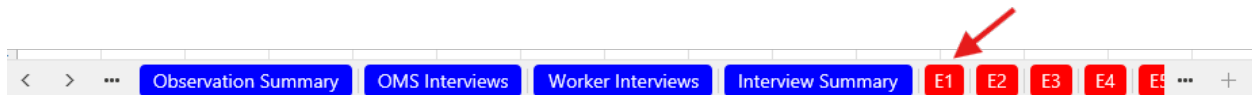
Using the COR® Audit Tool

Navigate the Audit Tool:

1. Look at the **bottom-left corner** of the Excel window.
2. Click the **right arrow** until you see the tab called **E1**.



3. Click on the **E1** tab to open that section.



Select a Response:

1. Find **Question 1.1**
2. Click on the small white box (known as the Auditor Response Selector).

Does the employer have a written health and safety policy that:					
1.1	Is signed by the president, CEO or local senior management?	3			0
<i>Guideline:</i> Ensure the company policy has been both signed <u>and</u> dated by current senior management.					
<i>State the title or position of signatory:</i>					

3. A small down arrow will appear – click it
4. Choose **Y (Yes)** or **N (No)**

3				0
<div>Y N</div>				
<div>Reminder: Total Points Awarded for this Element will not calculate if the Audit Information Sheet has not been filled in.</div>				

Write in the comment box:

1. Below the question, click inside the large white box.

Does the employer have a written health and safety policy that:					
1.1	Is signed by the president, CEO or local senior management?	3			0
<i>Guideline:</i> Ensure the company policy has been both signed <u>and</u> dated by current senior management.					
<i>State the title or position of signatory:</i>					
<div></div>					

2. Type a sentence (anything for now).

3. To add a space between sentences:

- **Windows:** Hold **Alt** and press **Enter** twice.
- **Mac:** Hold **Option + Command**, then press **Return** twice.

4. Type another sentence — you'll see a blank line between them. This helps keep your notes neat.

Does the employer have a written health and safety policy that:

1.1	Is signed by the president, CEO or local senior management?	3				0
<i>Guideline:</i> Ensure the company policy has been both signed and dated by current senior management.						
<i>State the title or position of signatory:</i>						
Now that you've typed a sentence:						
Windows — Press and hold Alt, and then press Enter twice.						
Now type another sentence. You will notice a space between the two sentences. Creating this space is called a carriage return and can help provide clearer comments when recording audit results.						


Check Your Spelling

- At the **bottom of each sheet**, there's a **Spell Check** tool.
- Use it to check your comments for typos.
- If Spell Check doesn't work, you may need to **unblock macros** (see below).

Note: If you cannot use the spell check, please refer to [Macros are Blocked](#) in the Troubleshooting & Common Issues on page 7.

1.9	Is understood by personnel?	3				0
<i>Guideline:</i> Verify through interviews that interviewees understand the health and safety policy.						
<i>Provide examples given during the interview process:</i>						
Spell Check						
Large COR® - Total Points Awarded for Element 1		27				N/A
Small COR® - Total Points Awarded for Element 1		27				N/A

Adjust the Comment Row Height

- On the **far-left side** of the sheet, find the row number for your comment.
- Move your mouse to the line just below that row number.
- When your cursor changes to a **double arrow**, click and drag to adjust the row height.
- The pointer should look like this: 

Before:

9	1.2	Includes management's commitment to provide a safe and healthy work environment?	3				0
10		<i>Guideline:</i> The company policy should state senior management's commitment to the health and safety program.					
11		<i>Quote statement that refers to commitment:</i>					
		D Move your mouse pointer to the very left-hand side of the screen. Place it on the line between the bottom of the row and the next row below it until it looks like a double arrow with a horizontal line through the middle of it.					
12							

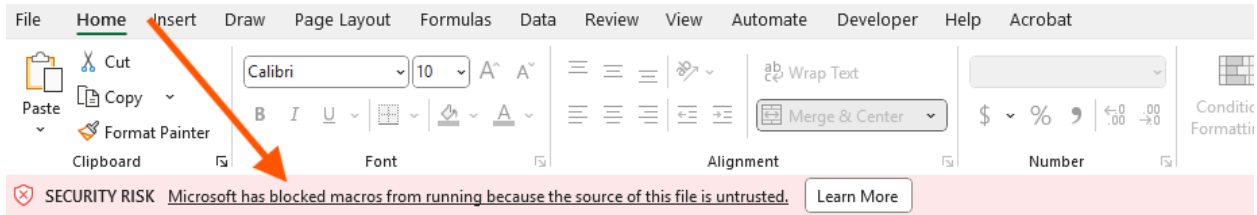
After:

9	1.2	Includes management's commitment to provide a safe and healthy work environment?	3				0
10		<i>Guideline:</i> The company policy should state senior management's commitment to the health and safety program.					
11		<i>Quote statement that refers to commitment:</i>					
		D Move your mouse pointer to the very left-hand side of the screen. Place it on the line between the bottom of the row and the next row below it until it looks like a double arrow with a horizontal line through the middle of it.					
12							
13	1.3	Recognizes the right of workers to work in a safe and healthy work environment?	2				0

Troubleshooting & Common Issues

Issue: Macros Are Blocked

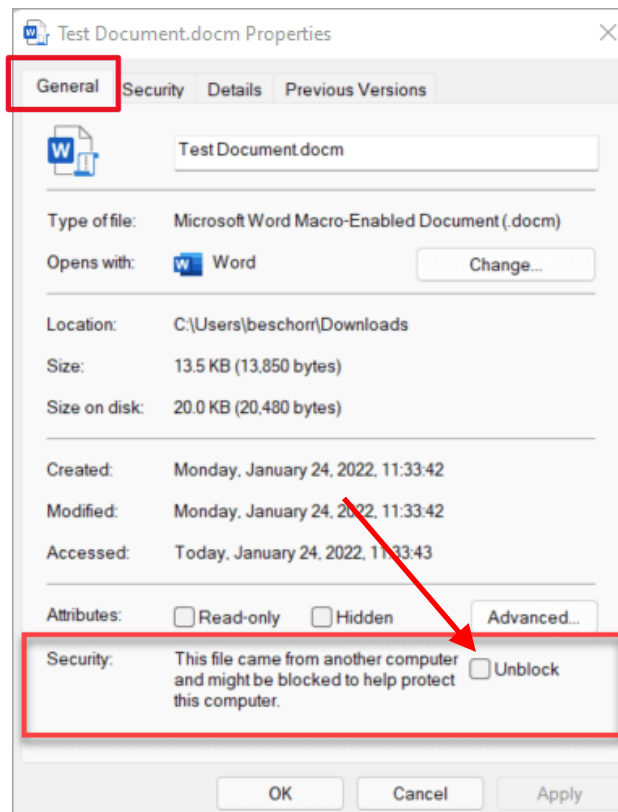
You may see a warning that macros are blocked. To fix:



Windows:

In most cases, you can unblock macros by modifying the properties of the file as follows:

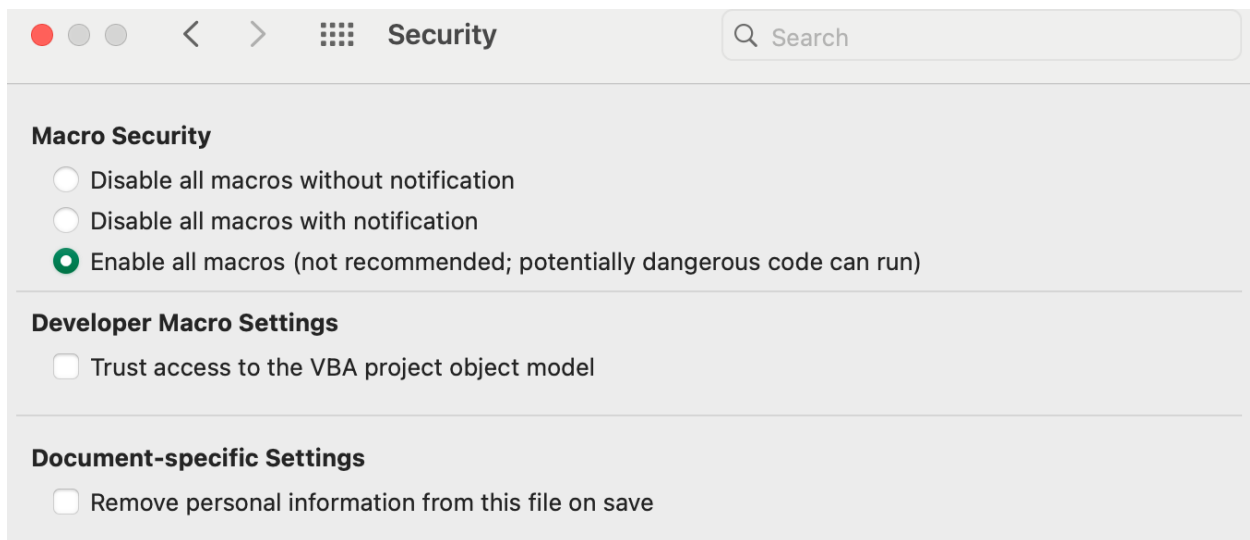
1. Open Windows File Explorer or your **Downloads** folder where you saved the file.
2. Right-click the Excel file and choose **Properties**.
3. At the bottom of the General tab, check the box next to **Unblock**.
4. Click **OK**.



[Microsoft's guide to unblocking macros for Windows](#)

Mac:

1. Open the Finder and go to the folder where you saved the file.
2. Open the file.
3. Click **Preferences**.
4. Click **Security**.
5. Click **Enable all macros**.



[Microsoft's guide to enable macros for Mac](#)

Issue: Text Disappears After You Type

This happens if you don't enter **Edit Mode**. Here's what to do:

1. If you click a cell and just start typing, Excel will replace whatever text was already there. This is because Excel thinks you want to start fresh.
2. To avoid losing existing text, enter **Edit Mode** first:
 - **Double-click** the cell **or**
 - Select the cell and press **F2** on your keyboard (Windows/Mac).
3. You'll see a **blinking cursor** inside the cell - this means you're in **Edit Mode**, and any new typing will be added to the existing text.