

## Student Audit Assignment Guide

Before proceeding with the student audit assignment, please ensure the following requirements are met:

### 1. Company Requirements

The company should be within the construction industry or related sectors, such as installation or manufacturing. It is the student's responsibility to secure a company for their audit assignment.

### 2. OHS Program

The company must have an established OHS program, including a Health & Safety manual.

### 3. Health & Safety Manual

The Health & Safety manual must include Elements 2, 4, 8 & 10 for auditing:

- Workplace Hazard Assessment and Control
- Safe Job Procedures
- Training and Communication
- Investigations and Reporting

### 4. Site Visits

You are required to visit and observe the **main office** and **one (1) active site**. If there are additional active sites, visits are not required, but up to 20 sites should be listed.

### 5. Interviews

A total of **five (5) employee interviews** are required:

- **One (1)** OMS interview with an **Owner, Manager, or Supervisor (OMS)**
- **Four (4)** interviews with **workers**

#### Notes:

- All interviewees must be current employees on the company's payroll
- The auditor is not permitted to include themselves in the interviews
- The assignment **must be completed** as a **Large COR®** with all sections filled

If the company you are auditing does not meet the above requirements, please email the BCCSA Training Department at **training@bccsa.ca** before beginning your assignment, to identify which requirement is not being met and to request confirmation on whether a variance can be granted.