



Guidance Protocol for Restarting External Audits

SafetyDriven external auditors have an opportunity to provide guidance and leadership to companies during COVID-19. The following guidelines will help auditors maintain their own safety and the safety of workers while auditing companies. Auditing is NOT an essential service, so public health guidance for non-essential travel and other protocols should be followed. Leaders have a responsibility to model a high level of PPE use, distancing, and other control mechanisms. This includes wearing a non-surgical mask, or similar control, as a minimum standard unless in an isolated space such as being alone in a vehicle or room.

Guidelines include but are not limited to:

No auditor will perform on-site audit activity for any other client for 14 days after their last day on-site, including those not from SafetyDriven. We accept that a single client may have multiple sites and/or companies that will have to be visited within the same audit and auditors are expected to follow infection prevention procedures (physical distancing, hand washing, etc.) rigorously when moving from site to site.

Prior to the audit, discuss and establish companies' expectations and the parameters required to accomplish the visit during the COVID-19 pandemic. This is a two-way discussion; it allows each party to provide their current controls for safe work practices during the COVID-19 pandemic. Relevant safe work practice may include:

- Physical Distancing
- Site and Object Sanitization
- Emergency Procedures (muster points & physical distancing)
- First Aid Reporting (including auditor & worker symptom reporting)

The auditor will work to the higher of the SafetyDriven guidance protocols, their own protocols, or the company protocols. Only one external auditor is permitted at a time on a company site and audit support personnel must remain off-site.

Two weeks prior to working on a site, the auditor will submit a copy of their exposure/biological control plan to SafetyDriven and will monitor their health and external exposures. (Example of a control plan is included on the [SafetyDriven](#) website). Monitoring will be documented and maintained by the auditor. The health monitoring does not have to be shared with any other party unless the auditor chooses to share that information but must be retained in case of infection investigations by a relevant authority later.

COVID-19



When meeting in an office, physical distancing is a requirement. Limit the number of participants to essential personnel. Pre- and post-audit meetings are permitted to be performed remotely.

SafetyDriven recommends that the external auditor should not eat or drink with client company personnel at any time, and should use only their personal food, drink, and utensils (drinking bottles, lunch kit, cutlery, etc.). Meals should not be consumed in restaurants but should be taken "to go" and consumed alone in a safe, isolated setting.

SafetyDriven external auditors will wear all required PPE as determined by their risk assessment. PPE may include face shield or mask, eye protection, and impervious gloves in addition to the required site PPE where workers interact without physical distancing or to handle documentation. Auditors can also take pictures of documentation or receive most of the documents electronically for review prior to attending the site to minimize exposures during the documentation review.

External auditors should limit travel to their own vehicle or rental vehicle to and from the site visits. Air travel and public transit are strongly discouraged. During ferry travel, auditors should remain in their vehicle where practical. If travel on-site is required during the audit, physical distancing will be maintained, or the hierarchy of controls will be used to limit exposure of vehicle occupants.

Interviews with employees should be conducted online through video-conferencing software if practical. If interviews are to be conducted online, the external auditor must ensure interviewees are in an area without external influences. (Will they be comfortable answering questions where they are?)

Otherwise, interviews will be conducted with physical distancing (2 m/6 ft apart). The safety of the auditor and worker is of primary concern during interviews. Pre-arrange safe places for interviews that allow physical distancing; interviewing outside is recommended. Interviewing across a truck tailgate width may be useful. The auditor will wear appropriate PPE in addition to the required site PPE.

Site observations will be performed using physical distancing. If an auditor is unable to maintain physical distancing during the site observations, the hierarchy of controls will be used to establish appropriate controls or appropriate PPE will be used.

If there are any indications of an infected or infectious person on-site, the auditor should immediately withdraw and contact SafetyDriven. (cor@safetydriven.ca or 604-888-2242)

Auditors will follow all WorkSafeBC and BC CDC COVID-19 guidelines:

- [COVID-19 and returning to safe operation - Phases 2 & 3](#)
- [BC CDC Covid-19 Information & Resources](#)



COVID-19



The following documents provide guidance on preventing the spread of Covid-19, using PPE, and surface cleaning. They are recommended procedures.

- [Enhanced Surface Cleaning and Disinfecting](#)
- [Help prevent the spread of COVID-19: Handwashing](#)
- [Glove removal procedure](#)
- [Help prevent the spread of COVID-19: How to use a mask](#)