

Appendix A1

Criteria for Determining Representative Interview Sampling

The interview sample contained within the audit scope must be representative of both the size and the complexity of the organization being audited. All business units and levels of the organization must be reflected in the sample. **Depending on the nature of the operation, sample sizes above the suggested minimums may be required.**

To be “representative” the interview sample must consider all of the following variables:

- **Number of years employees have been with the company** – include a cross-section of everyone from new hires to experienced personnel.
- **Department** – include personnel from **all** departments.
- **Levels of Personnel** – include a cross-section of personnel from every staffing level, management to workers, including part-time and casual. When the audit scope encompasses more than one work site, include a sampling of personnel from each work site included in the scope of the audit.
- **Shifts** – include a sampling of employees from **all** shifts.
- **Company History** – if the company has recently undergone reorganization or other restructuring, include personnel from both the “old” and the “new” parts of the company.
- **WCB Account/Industry Codes** – when the scope of the audit encompasses more than one WCB account and/or industry code, include a sampling of personnel from all WCB industry codes.
- **Sites** – The number of sites included in the audit must be representative of the overall company operations (see Criteria for Determining Representative Site Sampling). Interview sampling is always based on total employee numbers, not the total number of employees working at the sites included in the current year’s audit.

Total Staff	Minimum Interviews	Total Staff	Minimum Interviews	Total Staff	Minimum Interviews
<5	all	234-240	35	560	66
5	4	241-249	36	561-570	67
6-7	5	250-299	37	571-580	68
8	6	300-302	38	581-595	69
9	7	303-309	39	596-605	70
10-11	8	310-312	40	606-615	71
12-14	9	313-315	41	616-625	72
15-16	10	316-320	42	626-638	73
17	11	321-325	43	639-645	74
18-20	12	326-329	44	646-655	75
21-24	13	330-332	45	656-665	76
25-27	14	333-335	46	666-678	77
28-30	15	336-338	47	679-689	78
31-36	16	339-341	48	690-699	79
37-44	17	342-348	49	700-705	80
45-49	18	349-354	50	706-719	81
50-64	19	355-359	51	720-729	82
65-74	20	360-364	52	730-740	83
75-88	21	365-369	53	741-749	84
89-99	22	370-374	54	750-790	85
100-120	23	375-379	55	791-840	86
121-149	24	380-389	56	841-959	87
150-199	25	390-399	57	960-1000	88
200-204	26	400-475	58	1001-1499	89
205-209	27	476-499	59	1500-1800	90
210-212	28	500-510	60	1801-2500	91
213-214	29	511-519	61	2501-4000	92
215-220	30	520-529	62	4001-4999	93
221-222	31	530-539	63	5000-9999	94
223-226	32	540-549	64	10000-24999	95
227-230	33	550-559	65	25000+	96
231-233	34				

Important Interview Sampling Requirements:

1. Interview subjects must be selected by the Auditor.
2. The Auditor must demonstrate within the audit report or audit summary that the sample size used for the number of interviews is in agreement with the criteria presented in this document.
3. To ensure the intended interview sampling is being met, auditors must ask all interviewees all of the questions required by the audit document, regardless of trends in interview results.

To avoid any confusion over sampling requirements, please contact your Certifying Partner for assistance in determining a representative sample prior to proceeding with your audit.

Original Signed by Rob Feagan

Rob Feagan

**Executive Director, Occupational Health
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