



## **Safe Auditing Guidelines for Employers and Auditors for On-Site Activities**

The Safe Auditing Guidelines for on-site audit activities were developed in response to the COVID-19 pandemic.

When on-site data gathering activities are permitted, employers must follow these guidelines and implement procedures/processes to reduce the risk of virus transmission at their worksite(s) during an on-site audit.

### **Step 1: Assess the risks at your workplace**

The first step is to assess the risks at your workplace.

This includes doing a walk-through to identify areas where there may be a risk of COVID-19 transmission, either through close physical proximity or through contaminated surfaces.

Some tips for employers and auditors in preparing for an audit can be found here:

<https://www.sqfi.com/food-safety-audits-during-covid19-tips-to-minimize-exposure-during--sqf-audit-pt-2/>

### **Step 2: Implement protocols to reduce the risks**

Ensure you are complying with the public health measures that are in effect to protect the health system and slow the spread of COVID-19.

*Albertans must continue following existing public health measures to keep everyone safe:*

- *Follow the recommended social distancing and masking measures*
- *Practice good hygiene: wash your hands often and cover coughs and sneezes*
- *Monitor your symptoms every day*

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In addition, keep up to date on general and specific workplace guidance documents for businesses to reopen and resume operations safely. Additional guidance on the enhanced measures, including who and how they apply to different businesses and entities can be found here:

<https://www.alberta.ca/enhanced-public-health-measures.aspx>

### **Step 3: Develop policies**

Develop the necessary policies to manage your workplace, including policies around who can be at the workplace, how to address illness that arises at the workplace, and how workers and visitors can be kept safe in adjusted working conditions.

### **Step 4: Develop communication plans and training**

You must ensure that everyone entering the workplace, including workers from other employers and visitors, knows how to keep themselves safe while at your workplace.

### **Step 5: Monitor your workplace and update your plans as necessary**

Things may change as your business operates. If you identify a new area of concern, take steps to update your policies and procedures.

### **Step 6: Assess and address risks from resuming operations**

If your workplace has not been operating for a period of time during the COVID-19 pandemic, you may need to manage risks arising from restarting your business.

### **Additional Resource**

- International Organization for Standardization (ISO) & International Accreditation Forum (IAF)
  - [\*ISO Auditing Practices Group Guidance on: Remote Audits\*](#)