

Interviews

Criteria for Determining a Representative Interview Sample

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

Interview subjects are selected by the Auditor. *This may be done in consultation with the employer.* Also, the Auditor must provide quantification to support notes inside of the protocol and a summary inside of the audit report. The sample size used for the number of interviews must be in agreement with the criteria presented in this document.

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/industry code, include a sampling of personnel from all WCB account/industry codes.
- Sites
 - The number of sites included in the audit must be representative of the overall 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.

****To avoid any confusion over sampling requirements, please contact the AFPA for assistance in determining a representative sample prior to proceeding with the audit.****

Minimum Interviews Based on Size

Minimums interviews must NOT include contracted employer/workers and visitors.

Total Employees	Minimum Interviews	Total Employees	Minimum Interviews
>5	all	227-230	33
5	4	231-233	34
6-7	5	234-240	35
8	6	241-249	36
9	7	250-299	37
10-11	8	300-302	38
12-14	9	303-309	39
15-16	10	310-312	40
17	11	313-315	41
18-20	12	316-320	42
21-24	13	321-325	43
25-27	14	326-329	44
28-30	15	330-332	45
31-36	16	333-335	46
37-44	17	336-338	47
45-49	18	339-341	48
50-64	19	342-348	49
65-74	20	349-354	50
75-88	21	355-359	51
89-99	22	360-364	52
100-120	23	365-369	53
121-149	24	370-374	54
150-199	25	375-379	55
200-204	26	380-389	56
205-209	27	390-399	57
210-212	28	400-475	58
213-214	29	476-499	59
215-220	30	500-510	60
221-222	31	510-519	61
223-226	32		

Small Employers: Interview everyone. If an exception is needed, see minimums noted above.

Observations

Criteria for Determining Representative Site Sampling

For the purposes of an AFPA Health and Safety Audit, a “work site” will be defined as “any location where a worker is, or is likely to be, engaged in any occupation for their employer.”

Work sites included in the audit must be representative of the overall company operations. The following criteria shall be used to determine what work sites to include in the scope of an audit.

- Where multiple industry codes/accounts are being included in the scope of the audit, activities under all applicable accounts/industries must be represented in the site sampling.
- If the size of the work site or the number of workers at each site differs greatly from one site to another, the work sites included in the audit must include a cross section of sites that represent these differences.
- Include any sites where conditions may vary or are not consistent with the majority of sites inside the operation (e.g. hazards, geographic location).
- The main office/shop complex must be included in the audit scope of every audit (both certification and maintenance years). The minimum number of sites required for each annual audit must include the main office/shop complex. If two main offices/shops exist, alternate site visits from one main site to the next on a rotating basis.
- Taking into consideration all of the above criteria, the number of work sites included in the scope of the audit must also meet established minimums. If the scope of the audit includes:
 - 2 sites, all sites must be visited.
 - 3-4 sites, at least 2 sites must be visited.
 - 5-8 sites, at least 3 sites must be visited.
 - 9 -30 sites, a third of the sites must be visited (calculations must be rounded up to the nearest whole number).
 - Vehicles and mobile equipment are considered work sites and must be included in the audit. They should not be counted towards the minimum sites required. Observations must take into account the different types of vehicles and mobile equipment in use. Details must be documented in the audit report.
- The expectation is that where an employer’s operation is composed of 3-30 fixed sites, all sites will be included in an audit at some point during the 3 year audit cycle.
- In cases where an employer’s operation is not consistent across sites with regards to location, working conditions, type of work, number of employees, and work site sizes, multi-site audits may require a sampling of more than the minimum number of sites to be representative. In these situations consult with AFPA prior to finalizing site selection.
- If an employer’s audit scope is larger than 30 sites, the employer/auditor must consult the AFPA to determine representative sampling for the audit.
- An employer with more than 2 sites cannot use the same combination of sites for COR recertification that were used as the scope of the audit conducted for the last certification.