

## **CORRECTIVE ACTION REPORT GUIDELINES**

The Maintenance Enhancement Corrective Action Report (CAR) is a program that allows employers who have held a valid COR for four (4) or more consecutive years to access an alternative process to meet the maintenance audit requirement.

The purpose of the Corrective Action Report (CAR) is to allow companies to devote more time to improving their program during the maintenance years through effective Action Plans.

The following guidelines are for those companies that elect to use the Corrective Action Report (CAR) program to maintain their Certificate of Recognition:

- Companies wishing to participate in the CAR program must apply to the MHTA for acceptance. Only MHTA pre-approved companies may use this process.
- Company must have a COR that is in good standing and the company must have an active COR for a minimum of four (4) consecutive years.
- The company must have achieved a minimum overall score of 90% on their last external recertification audit.
- The CAR program applies to the regular COR program only. Small employer and medium employer Certificate of Recognition holders cannot use this program.
- The corrective action report must be conducted by a certified MHTA Auditor who is familiar with the worksite, and its health and safety management system.
- The most senior person at the workplace must sign off as the company representative.
- Auditor's notes are required for any "N/A's", and for those questions marked as "below standard".
- Any element sub-section that is identified as "Below Standard" must be identified on the Corrective Action Plan.
- Companies can also use the "Opportunity for Improvement" section to identify areas that "Meet Standard" but are not at the level the company would like to achieve. Areas identified as an "Opportunity for Improvement" must be identified on the Corrective Action Plan.
- Scoring – each question in every section is worth one (1) point. If there are 2 questions within a question i.e. Section 2 – question 2.2 – (a) Health Hazards (b) Safety Hazards – these questions are worth 1 point each.

- In each year the participating company must complete their audit by June 30 and submit the completed Audit and Action Plan to the MHSA by July 15.
- The company will also submit an up to date Corrective Action Report Plan, for audit year, by December 31 for the MHSA to determine the level of work completed.
- The company must have 80% of the Action Plan either completed or in progress. If the company has not completed or have corrective action in progress for 80% of the identified deficiencies they will revert to the regular employer audit for the second maintenance year.
- Items not completed or in progress in year one will have to be completed or in progress in year two.